

**BOARD OF TRUSTEES MEETING**  
**Darcy Library of Beulah**  
**November 12, 2019**

**Call to Order:** The regular Board of Trustees meeting called to order at 7 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

**Present:** Dan Hook, Cathy Hahn, Phil Downs, Debby Laslo, Dan Schoonmaker, Abby Smith

**Absent:** Karen Salyer, Library Director

**Guest(s):** None

**Approval of Agenda:** Schoonmaker moved to approve the agenda, Downs supported, the agenda for the meeting was approved.

**Approval of Minutes:** Laslo moved to approve minutes from September 10, 2019. Downs supported, the minutes were approved. No meeting occurred in October.

**Treasurer's Report** (See corresponding documents)

- Audited Financial Statement for the year-ended June 30, 2019.
  - Significant adjustment made to omit the federal USAC grant income (\$5864) until it is received.
  - Adjusted loss is \$17,162 vs.\$11,299 as the preliminary loss.
  - Auditors included a letter of "Communication of Material Weaknesses" that points out the existence of a lack of internal control meaning the separation of accounting/financial tasks among different people. This is common in small libraries like Darcy.
  - A letter of "Communication with Those Charged with Governance..." was included by the auditors. It was specific to a budget item in Capital Outlays that exceeded the budget by \$260. It also referenced several reimbursement transactions that included sales tax for which the Library is exempt.
    - Library will use the designated credit card for future purchases whenever possible.
    - Request approval of the audited financial statement for year-ended June 30, 2019. Schoonmaker moved, Smith supported, the motion was approved.
- Financial statement for the four-month period-ended October 31, 2019.
  - Does not show the \$5864 USAC grant as revenue as noted above.
  - Expenditures exceeded revenues by \$25,062 compared to a budgeted amount of \$31,206.
  - Difference was due largely to wages and administrative expenditures that were under budget.
  - Difference will continue until taxes are collected by township and state aid is disbursed
    - Request approval of the financial statement for four-month period ending October 31, 2019 and the approval of bills, paid (\$15,208.61) and unpaid (\$3667.13) Smith moved, Laslo supported, the motion was approved.
- Other Items
  - Proposed Capital Asset Policy revision to capitalize catalog items (books and videos) instead of expensing them. This was to be effective July 1, 2016 due to changes made in a prior audit.
    - Schoonmaker made a motion to approve, Downs supported, the motion was approved.

### Director's Report (submitted by Karen Salyer)

- **Haunted Library** exceeded expectations with over 300 people attending! Lots of positive feedback.
- Author **Tom Carr** was here October 16th and presented a program on true Michigan crime stories.
- The **Great Benzie Read** on October 24th at the Benzonia Public Library had low attendance, but a good discussion.
- Author **Joseph Heywood** was hosted by all four Benzie County libraries on November 10th. Almost 100 people attended.
- **Monday Movies** and **Family Movies** are continuing with average attendance.
- Upcoming events
  - **Free wrapping supplies** will be available December 2-7 at the Library.

### Committee Reports

#### **Personnel Committee**

- No report.

#### **Maintenance Committee**

- Glen Lake Electric replaced some lights and checked over others
- Howard Kennedy is handling the snow removal again. \$1100 to be paid to him.
- Ventilation in control room is okay for the winter.

#### **Liaison Report with Friends of the Darcy Library**

- Meet tomorrow, November 13th.

### Old Business

- Universal Service Fund Category 2 Reimbursement Update
  - Chunk of money was declined, request has been resubmitted and approved, still waiting...
  - Switch in subcontractors has put the money a year behind.
  - Techplex and Starr Garter are working on it.

### New Business

- Status of Policy Manual
  - Manual is complete, but we may need to revisit the Personnel Policy since the legalization of marijuana.

### Public Comment

- None

**Next Meeting:** The next meeting is scheduled for December 10, 2019 at 7pm.

**Adjournment:** Smith moved, Downs supported and the meeting adjourned at 7:56 PM.

**Respectfully submitted:** Catherine Hahn, Recording Secretary