

BOARD OF TRUSTEES MEETING
Darcy Library of Beulah
February 11, 2020

Call to Order: The regular Board of Trustees meeting called to order at 7:00 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

Present: Dan Hook, Cathy Hahn, Debby Laslo, Phil Downs, Dan Schoonmaker (via telephone)

Absent: Abby Smith, Karen Salyer (Library Director)

Guest(s):

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

Approval of Minutes: Laslo moved to approve minutes from January 14, 2020. Downs supported, the minutes were approved.

Treasurer's Report (See corresponding documents)

- Revised budget items
 - First 6-months had several variations in grants, gift revenue, and expenditure items.
 - Overdrive fee for 2020 has been reduced but amount allotted not changed in the budget, so the money can be used to purchase materials related to Overdrive.
 - These adjustments have no effect on original budget deficit of \$7425.
- Financial statements for the 7-month period-ended January 31, 2020
 - The net loss for seven-months was \$16,363 compared to the amended budgeted loss of \$28,401.
 - The difference was due to lower staff wages and service expenditures.
 - There were no other significant budget variations.
- Approval of bills.
 - Bills to pay (\$0) and paid bills (\$5245.10) since the last meeting on January 14, 2020.
 - Request approval of the financial statement for 6-month period-ended December 31, 2019 and paid and unpaid bills.
- Approval of revised budget items, financial statements, and approval of bills, as described above was moved by Schoonmaker, supported by Downs, and approved by the board.

Director's Report (submitted by Karen Salyer)

- No report, Karen was not in attendance.

Committee Reports

Personnel Committee

- Two new hires. Both are splitting the posted position. Chris Dykstra (previous volunteer) is one of those hired.

Maintenance Committee

- Having trouble with the office lights in the office, Glen Lake Electric is aware and will check it out.

Liaison Report with Friends of the Darcy Library

- Cathy attended. Concern was voiced about the Library not using the \$10,000/year offered by the Friends.
 - The Library had a large donation over the last 2 years (\$50,000 bequest) and did not need funds from the Friends. Also the Board does not want the Fund Balance to be too high.
 - Board will review concern.
 - Perhaps the funding could be used for some special projects that Karen would like to do.
- Addressed concern regarding weather-related closing practices and holiday closing period practice. Both libraries will be meeting to try to coordinate during holiday times.
- Dan will attend tomorrow's meeting.

Old Business

- Status of Policy Manual
 - Dan and Janice will look at it after they return from Florida.

New Business

- Report on meeting with Benzonia Public Library
 - Same Apollo system for check out and would like to sync the systems. Would have a joint board meeting with the two libraries in the spring and then work to kick off in the fall of 2021.
 - Holiday closings at BPL are on the actual holiday, not days surrounding the holiday.

Other Business

- Board members needed, paperwork due in July.

Public Comment

- None

Next Meeting: The next meeting is scheduled for Tuesday, March 10, 2020 at 7pm.

Adjournment: Downs moved, Laslo supported and the meeting adjourned at 7:38 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary