

BOARD OF TRUSTEES MEETING
Darcy Library of Beulah
January 14, 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, Abby Smith, Debby Laslo, Dan Schoonmaker (via telephone)

Absent: Phil Downs

Guest(s): Karen Salyer, Library Director

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

Approval of Minutes: Schoonmaker moved to approve minutes from December 10, 2019. Hahn supported, the minutes were approved.

Treasurer's Report (See corresponding documents)

- Revised budget items
 - 6-month proposed budget adjustments
 - Reduction of the Overdrive fee for 2020 from \$2000 to \$819. The revised budget is \$1259. The Friends reimbursement is reduced accordingly.
 - These adjustments have no effect on original budget deficit of \$7425.
 - Approval is postponed until the next meeting; Karen needs to review information regarding Overdrive that was recently received.
- Financial statement for the 6-month period-ended December 31, 2019
 - Payment of the federal USAC grant was received for \$5705, which is under the expected amount. More money is expected to come.
 - Net deficit for 6-months is \$29,446 compared to the amended budgeted deficit of \$41,124.
 - The difference was due to lower staff wages and service expenditures.
 - There were no other significant budget variations.
- Approval of bills.
 - Bills to pay (\$47.70) and paid bills (\$8518.34) since the last meeting on November 13, 2019.(2-month period)
 - Request approval of the financial statement for 6-month period-ended December 31, 2019 and paid and unpaid bills.
 - Schoonmaker moved, Smith supported, the motion was approved.

Director's Report (submitted by Karen Salyer)

- **Library use** has been slow, using this time to work on inventory.
- The **Great Benzie Read** on January 23rd in Frankfort, What the Eyes Do Not See by Mona Hanna-Attisha
- **Scrabble tournament** scheduled for January 25
- **Movies** are starting up again. Show time has changed for adults from 7PM to 5PM. Kids movies on Friday.

Committee Reports

Personnel Committee

- Karen has scheduled interviews to replace Terri, who left last month.

Maintenance Committee

- North American Cleaning contacted about cleaning carpet. Will schedule for spring after snow and mud.

Liaison Report with Friends of the Darcy Library

- Dan attended. Friends were wondering about weather-related closing practices and holiday closing period practice.
- Meeting tomorrow, January 15, Cathy Hahn will attend.

Old Business

- Universal Service Fund Category 2 Reimbursement Update
 - A couple small payments still expected, the bulk of the money has been received.
- Status of Policy Manual
 - Dan and Janice are still adapting to...sunny Florida. It's on their "To Do" list.

New Business

- Weather-related closing practice
 - Don't necessarily follow school closings. Karen watches the weather and generally it clears up by the time the library opens.
- Holiday period closing practice
 - Will try to work with the Benzonia Library to alternate holiday open & closed dates so that one of the libraries is open on days juxtapositioned to the holiday. Meeting scheduled with Dan, Karen, Amanda, and Roxanne.

Old Business

- Benzonia Township information sheet (yellow) only has the Benzonia Library listed. The Darcy Library is in Benzonia Township also. Karen will contact.

Public Comment

- None

Next Meeting: The next meeting is scheduled for Tuesday, February 11, 2020 at 7pm.

Adjournment: Laslo moved, Smith supported and the meeting adjourned at 7:35 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary