

**BOARD OF TRUSTEES MEETING**  
**Darcy Library of Beulah**  
**March 16, 2020**

**Call to Order:** The regular Board of Trustees meeting called to order at 5:00 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

**Guest(s):** Karen Salyer (Library Director)

**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 February 11, 2020, Downs supported, the minutes were approved.

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

- Financial statements for the 8-month period-ended February 29, 2020
  - The net income for 8-months is \$8440 compared to the amended budgeted loss of \$4742.
    - The difference was due to lower staff wages and service expenditures.
    - Approximately 86% of the estimated property tax revenue has been received as of February 29th.
    - There were no other significant budget variations.
- Approval of bills.
  - Bills to pay (\$0) and paid bills (\$8229.96) since the last meeting on February 10, 2020.
- Approval of 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)

- February was a very slow month. New employees are being trained and doing very well.
- Library groups/activities have had average attendance.
- COVID-19 closure of all libraries in Michigan as soon as possible, but no later than March 16.

**Committee Reports**

**Personnel Committee**

- No report

**Maintenance Committee**

- Carpet and chairs are scheduled to be cleaned April 15; Dan H. will check with them to see if the cleaning could be done during the mandated closure instead.

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

- Dan H. attended and discussed the concern that was previously voiced about the Library not using the \$10,000/year offered by the Friends.
  - **Review from previous Library Board meeting minutes regarding this topic:**
    - *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 the concern.*
      - *Perhaps the funding could be used for some special projects that Karen would like to do.*

### **Old Business**

- None.

### **New Business**

- Temporary Closing
  - Executive Order by the Governor of Michigan and the Libraries of Michigan to close all libraries from March 16-30.
  - Since there is some uncertainty about the end date a “Closed Until Further Notice” sign will be posted for the public to see. The Library is closed for all purposes.
  - Downs moved to reconvene in some manner on March 30 to discuss opening the library, pending the status of the Governor’s order, Laslo supports, the motion passed.
  - Karen moved all due dates to April 6, concerns about how to handle returned items.
- Payroll during closing
  - Discussion of continuing to pay employees during the duration of the closing
  - Laslo moved that the Board continue to pay employees/staff for the duration of the closure, Hahn supported. The motion passed.
  - Downs moved to continue to pay for cleaning (2 hrs./week) for the duration of the closure, Laslo supported, the motion passed.

### **Other Business**

- None

### **Public Comment**

- None

**Next Meeting:** The next meeting is scheduled for Tuesday, April 14, 2020 at 7pm. or “To Be Determined”

based on the developing COVID-19 situation.

**Adjournment:** Downs moved, Laslo supported and the meeting adjourned at 5:44 PM.

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