

BOARD OF TRUSTEES MEETING
Darcy Library of Beulah
July 13, 2021

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

Present: Dan Hook, Cathy Hahn, Dan Schoonmaker, Annie Marshall

Absent: Debby Laslo

Guest(s): Janice Schoonmaker

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

Approval of Minutes From Previous Meetings: Schoonmaker moved to approve the minutes of June 8, 2021, with a correction under Other Business. Hahn supported and the minutes were approved.

Treasurer's Report (See corresponding documents)

- Review of the preliminary financial statement for the year-ended June 30, 2021.
 - Income for the fiscal year is \$2848 vs. a budgeted loss of \$9940
 - Revenues were less than budgeted (\$3849)
 - Penal fines will be adjusted later this month to the actual amount, estimated at \$12,000.
 - Due to the COVID-19 shutdown and reduced hours later, most expenditure accounts were significantly under budget.
 - Final report will be in GASB format
- Bill Approvals
 - Request approval of bills to pay (\$586.60) and paid (\$8,783.85) for the period June 9 to July 13, 2021.
- Other Items
 - Annual \$1000 contribution from Lake Township was received, their residents are welcome to use the library.
 - Audit proposal from Baird, Cotter & Bishop P.C. for year-ended June 30, 2021 for \$3295. \$3500 was the budgeted amount.
 - Unemployment compensation, received word from the State that we are in the program and are now considered a contributing member of the State of Michigan Unemployment Insurance program, effective January 1, 2021.
- Schoonmaker moved to accept the entire Treasurer's report, consisting of the Financial Statement, the Approval of Bills, and other items noted above, Marshall supported, and the report was approved in its entirety.

Director's Report (Karen Salyer)

- Library continues to get busy, lots people coming into the library.
- Summer Reading Program: Olympic theme, no longer plan to have one big event, preparing for fall activities instead. Program is still on and has good participation.

Committee Reports

Personnel Committee

- Karen's job performance review was discussed, Board voted to approve the evaluation.
 - Discussion about leave time and if it is "use it or lose it" or can it be carried over?
 - Dan H. or Dan S. will look at the possibility of carrying over some of one's sick/personal leave time.

Maintenance Committee

- Looking for someone to clean windows. A couple suggestions were made, Dan H. will try to make contact.
- Fans are working in their summer mode.

Liaison Report with Friends of the Darcy Library

- Cookie Sale on July 10 during the Beulah Art Fair earned over \$600.
 - Thanks you to Marty Mollema who was instrumental in getting the Congregational Church of Frankfort to donate cookies.

Old Business

- Policy Review
 - Materials Selection changes regarding the Director's option to deny donated materials.
 - J. Schoonmaker made a motion to accept the changes, D. Schoonmaker supported, the motion was approved.
 - Circulation Policy changes regarding the number of different materials and the loan periods were increased for many items.
 - J. Schoonmaker moved to accept the updated Circulation Policy as edited by Karen in Section C.1., Marshall supported, the changes were approved.
 - Personnel Policy reference in B.5. to Appendix C is irrelevant because Appendix C is NOT in use.
- Board Vacancy
 - We need a Board member who resides in the township, ASAP!

New Business

- Risk Assessment man, Mike M. met with Karen and Dan H.
 - Provided a cyber security guide for the Library to check its compliance
 - Discussed issuing contracts for Cindy and Howard for their work
 - Roof inspection program information, at about 20 years for the building
 - Criminal background checks for new hires

Other Business

- None

Public Comment

- None

Next Meeting: The next meeting is scheduled for Tuesday, August 10, 2021, at 7pm. TBD, we may not need to meet, unless something urgent comes up.

Adjournment: Schoonmaker made the motion to adjourn the meeting, Marshall supported, the meeting adjourned at 8:00 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary