

BOARD OF TRUSTEES MEETING
Darcy Library of Beulah
June 8, 2021

Call to Order: The regular Board of Trustees meeting called to order at 7:04 PM at Darcy Library in Beulah. Those in attendance and constituting a quorum were:

Present: Dan Hook, Cathy Hahn, Dan Schoonmaker, Abby Smith, Debby Laslo, Annie Marshall,

Absent: None

Guest(s): Janice Schoonmaker

Approval of Agenda: COVID-19 Preparedness and Response Plan Update added to agenda, Schoonmaker moved to approve the agenda for the meeting, Laslo supported, and the agenda was approved.

Approval of Minutes From Previous Meetings: Smith moved to approve the minutes of March 9, 2021, Marshall supported, and the minutes were approved. Schoonmaker moved to approve the minutes of May 11, 2021, Smith supported, and the minutes were approved. No meeting was held in April.

Treasurer's Report (See corresponding documents)

- Amended Annual Budget for Fiscal Year 2020-2021
 - Due to the COVID-19 shutdown and reduced hours later, most expenditure accounts are under budget. Accordingly, a few significant budget items will be adjusted.
 - Property tax revenue budget is increased by \$760 to reflect the actual amount received of \$68,760. Since the additional financial support will not be needed from the Friends, the Grants budget is reduced by \$5000. The Cleaning budget is increased by \$500 to cover additional COVID-19 cleaning. The Capital Outlay budget is decreased by \$2000 since it is not needed.
 - Net budget changes increase the budget deficit to \$9940. The actual deficit is expected to be less due to the many reduced expenditure items.

- Financial Statement for the eleven-month period-ended May 31, 2021
 - The net loss for the time period was \$1166 compared to the revised budgeted loss of \$14,349.
 - All property taxes have been received.
 - County penal fines of about \$13,000 will be recorded as due in June. Actual fine amount is unknown due to the disruption of court proceedings during the COVID shutdown this past year.

- Bill Approvals
 - Request approval of bills to pay (\$0) and paid (\$7,170.61) since meeting on May 11, 2021.
- Proposed Annual Budget for Fiscal Year 2021-2022
 - Grants: Anticipate needing up to \$10,000 from the Friends this year plus the \$1200 (amended) from them for eBooks, this is due to the continued decrease in gifts, grants, and penal fines. Any other items will be requested on an “as needed” basis from the Friends.
 - Wages: The amount reflects returning to normal hours and staffing.
 - Overall: The budgeted loss is \$3820 vs a revised budget loss of \$9940 the prior year. Both are conservative estimates.
- Schoonmaker moved to accept the entire Treasurer’s report, consisting of the Amended Annual Budget for 2020-2021, the Financial Statement, the Approval of Bills, and the Proposed Budget for 2021-2022, Laslo supported, and the report was approved in its entirety.

Director’s Report (Karen Salyer)

- Library continues to get busy, back to normal hours and schedule! Karen does not anticipate needing new employees.
- Summer Reading Program: Olympic theme, plan to have one big event.
- Benzonia Library is now open

Committee Reports

Personnel Committee

- None

Maintenance Committee

- Air conditioning maintenance was taken care of, fireplace bird nest will remain until the chicks leave the nest
- Looking for new lawn care, planning to check with Tom Northway (the son of **the** Tom Northway)
- Dan H. will schedule the window cleaning

Liaison Report with Friends of the Darcy Library

- Cookie sale planned for July 10 during the Beulah Art Fair

Old Business

- Federal Unemployment Switch to Contributing member? No. Too much of a hassle to change so leave it as is. Dan S. looked into changing and came to this conclusion.

- Policy Reviews Needed: Karen provided changes to the Circulation Policy
 - Laslo moved to accept the updated Circulation Policy as edited by Karen in Section C.1.d., Smith supported, the Policy was approved.

New Business

- Lawn Mowing Proposal: Can be the Village or a private individual, Dan H. will check with the individual noted above.
- COVID-19 Preparedness and Response Plan Update: Plan was provided, Smith moved to accept the updated Plan with the modifications, Marshall supported, the Plan was approved.

Other Business

- Abby Smith resigned from the Board, family and work obligations take precedent
 - Need new Board member who resides in the county, BE ON THE LOOKOUT!

Public Comment

- “We will miss Abby,” said Janice Schoonmaker.

Next Meeting: The next meeting is scheduled for Tuesday, July 13, 2021, at 7pm.

Adjournment: Schoonmaker made the motion to adjourn the meeting, Laslo supported, the meeting adjourned at 8:23 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary