

**BOARD OF TRUSTEES MEETING**  
**Darcy Library of Beulah**  
**November 9, 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, Debby Laslo

**Absent:** Annie Marshall, Karen Salyer-Director

**Guest(s):** None

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

**Approval of Minutes From Previous Meetings:** Hahn moved to approve the minutes of October 12, 2021, Schoonmaker supported, and the minutes were approved.

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

- Audited Financial Statement for the year-ended June 30, 2021
  - Feedback from the audit was provided and explained by Schoonmaker.
    - The results were as expected and reflected the reduced activity due to COVID-19.
    - An annual review of the adequacy of internal and accounting controls was recommended.
    - Due to the limited number of personnel to separate responsibilities, there is a lack of internal controls. This has been ongoing and is common with smaller libraries.
    - Audit documents were sent to the Trustees, to the Department of Treasury, and are available to the public.
- Financial Statement for the four-month period-ended October 31, 2021
  - Expenditures exceeded revenues by \$31,748 compared to budgeted amount of \$34,272. Most of the difference was due to lower gift income and administrative expenditures that were under budget.
- Bill Approvals
  - Request approval of bills to pay (\$3385) and paid (\$9376.18) since the last meeting on October 12, 2021. Bills to pay include the audit invoice, this amount was previously approved as a quote.
- Schoonmaker moved to accept the entire Treasurer's report, consisting of the Audit information, the Financial Statement, and the Approval of Bills, Laslo supported, and the report was approved in its entirety.

### **Director's Report** (Karen Salyer)

- No Report - Karen was absent

### **Committee Reports**

#### **Personnel Committee**

- None

#### **Maintenance Committee**

- None

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

- Meeting next week, willing to help with the cost of the shed, estimated from \$5000-\$10,000.

### **Old Business**

- Board of Trustees STILL has an opening. Must be a resident of Benzonia township.
- Storage Building: D. Hook disclosed that he has a conflict of interest regarding this project because he serves on both the Village of Beulah and the Darcy Library boards.
  - Any fees related to the storage building will be covered by the Library and not the Village.
- Schoonmaker moved to proceed, as outlined in the letter dated November 6, 2021, with work on an agreement with the Village requesting consent to proceed with the storage building project. This is subject to the approval of the Friends of Darcy Library's reimbursement of the cost. Laslo supported the motion, the motion was approved.

### **New Business**

- None

### **Other Business**

- None

### **Public Comment**

- None

**Next Meeting:** The next meeting is scheduled for Tuesday, December 14, 2021, at 7pm.

**Adjournment:** Hahn made the motion to adjourn the meeting, Laslo supported, the meeting adjourned at 7:38 PM.

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

