

BOARD OF TRUSTEES MEETING
Darcy Library of Beulah
October 25, 2022

Call to Order: The regular Board of Trustees meeting called to order at 7:06 PM at the Darcy Library. Those in attendance and constituting a quorum were:

Present: Dan Hook, Cathy Hahn, Debby Laslo, Annie Marshall, Ann Strehle, Dan Schoonmaker

Absent: None

Guest(s): Karen Salyer (Director), Janice Schoonmaker (Policy Guru)

Approval of Agenda: Laslo made a motion to approve the meeting agenda, Strehle supported, the motion was approved.

Approval of Minutes From Previous Meeting: Strehle moved to approve the minutes of September 13, 2022, Laslo supported, and the minutes were approved.

Treasurer's Report (See corresponding documents)

- Financial statement for the three-month period-ended September 30, 2022.
 - Expenditures exceeded revenues by \$17,339 compared to budgeted amount of \$21,370. Most of the difference was due to Personal Services expenditures being under budget.
 - Schoonmaker moved to accept the financial statement for the three-month period-ended September 30, 2022, Laslo supported, the motion was passed.
- Approval of bills to pay (\$1639.49) and paid (\$8654.95) since the last meeting on September 14.
 - Laslo moved to approve the bills to pay and those paid, Strehle supported, the motion was passed.

Director's Report (Karen Salyer)

- Library traffic has slowed with the fall season
- Monday Night Movie on September 26, "Where the Crawdads Sing"; 25 attended
- Haunted Library during FallFest was a success, 434+ people attended, there was a steady flow of people and positive feedback.
- Scrabble Tournament plan in the works
- Drop-in crafts are set up on the tables for kids to take part

Committee Reports

Personnel Committee

- Karen's evaluation was reviewed, she met or exceeded expectations in most areas
- Staff wages were increased
- Schoonmaker moved to increase the wage of the Director to \$18/hr, Laslo supported, and the wage increase was approved.

Maintenance Committee

- HVAC and fireplace serviced, smoke detector in the storage room needs to be replaced.

Liaison Report with Friends of the Darcy Library

- Cookie sale set for December 10.

Old Business

- Storage Building Update
 - Building is complete, some “small tinkering” needs yet to be done

New Business

- Director/President meeting with Benzonia Public Library
 - Karen and Dan plan to meet with Amanda and Paula to continue the collaboration of the libraries that they had begun prior to the COVID pandemic.
- Policy Review
 - The following policies were reviewed, but no changes were made, VII., X, XIV., XVI., XVII., XVIII., XIX., XX., XXII.
 - IX. Patron Conduct Policy reviewed, there was a question about liability that needs to be referred to the insurance company.
 - XV. Building Use Policy reviewed and changed.
 - B2 the word “If” was added to the beginning of the second sentence to read, “If before and after Library hours, space may be available at a rate of \$20.00/hour,…”
 - B7 was removed
 - Laslo moved to approve the above changes in the Building Use Policy, Marshall supported, the changes were approved.

Other Business

- None

Public Comment

- None

Next Meeting: The next meeting is scheduled for Tuesday, November 15, 2022, at 7pm.

Adjournment: Strehle moved to adjourn the meeting, Marshall supported, the meeting adjourned at 8:15 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary