

BOARD OF TRUSTEES MEETING
Darcy Library of Beulah
December 19, 2023

Call to Order: The regular Board of Trustees meeting called to order at 7:02 PM at the Darcy Library. Those in attendance and constituting a quorum were:

Present: Cathy Hahn, Dan Schoonmaker (via phone), Chloe McGehee, Debby Laslo, Ann Strehle,

Absent: Annie Marshall

Guest(s): Karen Salyer (Director), Dan Hook (Emeritus)

Approval of Agenda: McGehee moved to approve the agenda, Laslo supported, the agenda was approved.

Approval of Minutes From Previous Meeting (11-21-23): Laslo moved to approve the minutes of November 21, 2023, Hahn supported and the minutes were approved.

Treasurer's Report (See corresponding documents)

- Financial Statement for the five-month period ending November 30, 2023.
 - The net loss for the time period is \$45,271 compared to the budgeted loss of \$46,604.
- Bills Approval: Request approval of unpaid bills (\$724.53) and paid (\$7036.07) since the last meeting November 21, 2023.
- Laslo moved to approve the Treasurer's Report in total, Hahn supported, the motion was passed.

Director's Report

- The donation drive for the animal shelter organizations went well
- Christmas storytime was on December 16th with Elaine V.

Committee Reports

Personnel Committee

- None

Maintenance Committee

- The new shed had a hole in it, Karen had Eric patch it.

Liaison Report with Friends of the Darcy Library

- None

Unfinished Business

- **Interior Designer Proposal:** Elizabeth from Northwest Kitchen and Design showed us the paint colors and discussed the Refresh project with the Board.
- **Logistics:** February 12 - Shipping container delivered, 8'x 8' x 40'. May use 2 or 3 parking spaces, 4" x 4" will be placed under the container to aid in snow removal and access.
February 13 - Movers arrive, 4 to 5 days to pack up
February 19 - Painting begins, 14 to 16 days to complete
March 7 - Painting finished, carpet removal and replacement begins, 2 to 3 weeks to complete
April 1 - Begin moving back into the refurbished space, about 1 week to empty container
April 12 - Shipping container removed, avoiding another month charge
April 15 - Reopening
- **Supervisor for Refresh project** - Karen

New Business

- **Bookkeeper:** Basic bookkeeper wanted to relieve Dan of some of the responsibility. Dan would continue to do the monthly financial statements, will make some contact in March.
- **Snow Removal Contract:** Howard Kennedy, paid by the season. \$2000 for this year due to the extra work involved with keeping the storage container accessible. Laslo moved to allow the increase for this year only, Hahn supported, the motion was approved.
- **Board Vacancy:** Annie resigned, Ann knows someone who is interested, Betsy Taylor, would be appointed until November 2024 election. McGehee moved to accept Annie's resignation and approve the appointment of Betsy Taylor for the remainder of Annie's term. Laslo supports, the motion was approved.

Other Business

Dan Hook spoke to the Board program called Michigan Cooperative Liquid Assets (CLASS). It is a Michigan authorized investment pool for state and local governmental units. The returns are currently 5%+ with very good liquidity. We have approximately \$100,000 in an account that requires a longer investment time. Schoonmaker and Hook will gather more information for us.

Public Comment

- None

Next Meeting: The next meeting is scheduled for Tuesday, January 16, 2024, at 7pm.

Adjournment: McGehee moved to adjourn the meeting, Laslo supported, the meeting adjourned at 8:16 pm.

Respectfully submitted: Catherine Hahn, Recording Secretary