

BOARD OF TRUSTEES MEETING
Darcy Library of Beulah
January 16, 2024

Call to Order: The regular Board of Trustees meeting called to order at 7:05 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, Betsy Taylor (new board member)

Absent: None

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

Approval of Agenda: Taylor moved to approve the agenda with the deletion of item 3 under New Business, Laslo supported, the agenda was approved.

Approval of Minutes From Previous Meeting (12-19-23): McGehee moved to approve the minutes of December 19, 2023, Laslo supported and the minutes were approved.

Treasurer's Report (See corresponding documents)

- Financial Statement for the six-month period ending December 31, 2023.
 - The net loss for the time period is \$52,076 compared to the budgeted loss of \$53,286
 - Property tax payments of approximately \$81,000, have started.
 - Staff will be paid during the closure.
 - No significant budget variations there was a small amount of income with normal expenses.
- Bills Approval: Request approval of unpaid bills (\$0) and paid (\$13,829.80) since the last meeting December 19, 2023 to January 16, 2024. Bills paid include a \$5788 deposit for new countertops to North Bay Kitchens. The Friends of the Darcy Library's reimbursement for that amount is shown as a receivable. Ann reminded Dan S. that the Designer from North Bay Kitchens needed to be paid also (\$250).
- Laslo moved to approve the Financial Statement and the Payment of Bills portion of the Treasurer's Report, Taylor supported, the motion was approved.
- Other Items: Michigan Cooperative Liquid Assets (MiCLASS) program enrollment needs approval of the Resolution along with the Darcy Library Investment Policy. Laslo moved to accept the DLB Resolution for MiCLASS registration, McGehee supported and the motion was approved.

Director's Report

- Preparing for the renovation.
- Saturday, January 20 will be hosting a cookie decorating class for a small group
- A collection of Blue Ray videos was received.

Committee Reports

Personnel Committee

- A part-time position is open. Sabrina resigned. Karen plans to hire someone after the reopening of the library in the spring.

Maintenance Committee

- None

Liaison Report with Friends of the Darcy Library

- None

Unfinished Business

- **Library Refresh Logistics Review:** Storage pod placement was approved by the Village. Karen will have the contact numbers for all groups involved in the project.
- **Logistics: Plan from December Minutes**
 - 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
- **Bookkeeper Update-** Karen Dennis, Dan Schoonmaker will contact her in March to see if she will take over some of the bookkeeping.
- **Approval of the Authorizing Resolution:** See information under Treasurer's Report

New Business

- **Board Meeting Location:** During the renovation project the Board will meet at the Benzonia Library at 4 PM. This will be during February, March, and possibly April. Taylor moved to accept the temporary location of the Board meeting, Laslo supported, the motion was approved.
- **Board Meeting Time:** After discussion, a 4 PM Board meeting time was agreed upon going forward. Hahn moved to accept the change in meeting time to 4 PM, Laslo supported, the motion was approved.

Other Business

- None

Public Comment

- None

Next Meeting: The next meeting is scheduled for Tuesday, January 20, 2024, at 4 PM at the Benzonia Library.

Adjournment: Laslo moved to adjourn the meeting, Hahn supported, the meeting adjourned at 7:41 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary