

**BOARD OF TRUSTEES MEETING**  
**Darcy Library of Beulah**  
**August 11, 2014**

**Call to order:** Chair Dan Hook called the regular Board of Trustees meeting to order at 5:21 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

**Present:** Phil Downs, Cathy Hahn, Dan Hook, Dennis Pace, Abby Smith

**Guest(s):** Heather Doran, Library Director

**Minutes:** July 14, 2014 minutes were reviewed. Downs moved, Pace supported and the minutes were approved as corrected.

**Treasurer's Report**

- Financial statement for the period-ended July 31, 2014. (See attached.) Net income is \$19,371 compared to a budgeted \$6,433 loss. Most of the difference is due to a second unrestricted of \$25,000 from the Barthelmas family. There were no significant expenditure items over the revised budget. Pace moved, Downs supported and the financial statement was approved.
- Request approval of bills to pay (\$2,497.51) and paid (\$2,510.45) since the last meeting per attached lists. Schoonmaker moved, Hahn supported and the Paid and Unpaid Bills were approved.
- Received County penal fines of \$17,530.70 compared to the budgeted \$16,000.

**Director's report**

- There is need for a new watertight drop-box outside, at a purchase price of \$5,756.09. Schoonmaker moved, Downs supported and the purchase was approved.
- Circulation and patronage statistics were presented
- Addition of e-book capability was discussed. The Benzonia Library plans on implementing the "Up North Digital Collection" administered through Overdrive in September. The cost for our Library for similar service would be about \$2,000 per year.
- The next "Off the Page" event is August 22.
- The Summer Reading Program has ended. Between the two Benzonia Township Libraries 254 children participated.
- Inventory of the Library collection is in progress
- Because of recent large donations, Doran presented a "Wish List" of Library purchases for discussion.

**Committee Reports**

**Maintenance Committee**

- No report.

**Personnel Committee**

- The annual review of the Library Director is due. Schoonmaker will send a review request to all Trustees.

**Benzonia Township Libraries Coordinating Committee:** No recent meeting

**Friends of Darcy Library Liaison:** No new events upcoming

**Old Business**

- The review of Library Policies continued. The following sections were reviewed and proposed changes were noted (Section numbers correspond to the previous Table of Contents. Some sections will be combined and/or renumbered when the revisions are finalized): Section I, II, VI, XI, XIII, XIV, XV, XVI, XVII, XIX.

- Discussion of possible revisions of other Library Policies will continue at next month's meeting.

**New Business:** No new business

**Next Meeting:** The next meeting is on Monday, September 8, at 5:15 pm.

**Adjournment:** Downs moved, Hahn supported, and the meeting adjourned at 7:31 p.m.

**Respectfully submitted:** Dennis Pace, Acting Recording Secretary

**Attached:** Treasurers Reports – Financial Statement July 31, 2014; Unpaid Bills (August 11, 2014) & Paid Bills (July 15 – August 11, 2014) Reports