

BOARD OF TRUSTEES MEETING

Darcy Library of Beulah

December 14, 2015

Call to Order: President Dennis Pace called the regular Board of Trustees meeting to order at 5:20 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

Present: Dennis Pace, Phil Downs, Dan Schoonmaker (via phone), Cathy Hahn, Dan Hook, Abby Smith

Absent: None

Guest(s): Heather Doran, Library Director; Janice Schoonmaker (via phone)

Minutes: November 9, 2015 minutes were reviewed and amended. Downs moved to approve the minutes as amended, Hook supported and the minutes were approved.

Treasurer's Report

- Financial statement for the 5 month period-ended November 30, 2015. (See attached.) Net loss is \$19,053 compared to a budgeted \$24,584 loss. There were no significant budget overages. The budget will be revised in the future for any overages.
- January is property season, so loss will be covered by February.
- Request approval of bills to pay (\$713.23) and paid (\$6625.81) since the last meeting per attached lists.
- Approval of the financial statement and paid and unpaid bills was moved by Hook, Smith seconded, the motion was approved.

Director's Report

- Grinch Christmas Party was attended by 51 pre-schoolers! Parties are planned for February (Drive-In Movie theme) and April (Shaun the Sheep theme).
- We did not get accepted to the Makerspace program, but Heather plans to have a club for interested people.
- Overdrive is running now. Heather needs to purchase books by the end of 2015.
- Off the Page (OTP) meeting held to begin planning for next year.
- Summer Reading Program for next year is almost all planned out.
- New club featuring coloring books for adults to color.
- Library will host Business After Hours on January 21 with Crystal Café from 5-7pm. There is a \$5 cover charge. Friends will help with the alcohol tab if there are no donors.

Committee Reports

Maintenance Committee

- Carpet cleaning – Dan H. called and the service will contact him when they are next in the area.
- Window cleaning (inside) is still pending
- Snow removal will be handled by Howard Kennedy

Personnel Committee

- Heather is making progress on items on her list following her evaluation.
- The Personnel Committee would like to give her a \$0.50/hour raise retroactive to November 1 and going forward.
- Smith motioned to back date raise and carry it forward, Schoonmaker seconded, the motion was approved.

Benzonia/Darcy Libraries Coordinating Committee

- Survey data is in.

Friends of Library Liaison

- Cookie and Book Sale earned over \$1500
- The newsletter is out

Old Business

- Millage Election – Papers to be filed next month.
- Policy Review –**Board By-Laws**. Notebooks for the current policies and by-laws are now available; the remaining policies will be added. Hook moved to approve the By-Laws of the Board of Trustees as amended November 9th. Smith seconded. Motion was approved.

New Business

- None

Other Business

- None

Next Meeting: The next meeting will be January 11, 2016 at 5:30 pm.

Adjournment: Downs moved, Hook supported and the meeting adjourned at 6:20 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary

Attached: Treasurer's Report, November 9, 2015