

**BOARD OF TRUSTEES MEETING**  
**Darcy Library of Beulah**  
**February 9, 2015**

**Call to Order:** Chair Dennis Pace 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:** Dennis Pace, Cathy Hahn, Phil Downs, Dan Hook, Dan Schoonmaker (via Skype), Abby Smith

**Absent:** none

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

**Minutes:** January 12, 2015 minutes were reviewed, questions regarding revisions were discussed and corrected. Hook moved, Downs supported and the minutes were approved.

**Treasurer's Report**

- Financial statement for the 7 month period ended January 31, 2015. (See attached.) No significant variances.
- Request approval of unpaid bills (\$934.19) and paid January 13 – February 9, 2015 (\$2,881.33) since the last meeting per attached lists. Schoonmaker moved that the Paid and Unpaid Bills be approved. Hook supported and the motion passed.

**Director's Report**

- Usage report for January 2015, foot traffic is up and check outs are down.
- Kids book club starting February 19<sup>th</sup>, will meet once per month, called The Super Ninja Robot Book Club
- Planning a writing group for adults in the spring/summer. To be informal, provide support and feedback
- Heather applied for a grant to buy kids' books and should hear within the month
- Blind Date with a Book program is currently underway
- MeLCat use is coming in the spring, this inter-library loan option will be offered only to patrons locally who physically use the library
- E-books – Trying to figure restrictions and who gets to use them, Heather is negotiating the contract. Benzonia's e-books are open to everyone.
- Planning is ongoing for the Summer Reading Program and the Off the Page Series

**Committee Reports**

**Maintenance Committee**

- Howard Kennedy to be paid the final installment for snow removal this month
- Smoke alarm battery replaced and door hinges repaired, no more chirping or squeaking

**Personnel Committee**

- Terri is retiring at the end of the month, Kris Dykstra is no longer employed by the library but is volunteering, Sarah Grandlund (sp?) has been hired

### **Benzonia/Darcy Libraries Coordinating Committee**

- Spring meeting is being planned with attorney and millage consultant, Shirley Bruursma. Vicki Carpenter (Phil's wife) has agreed to chair the millage committee. Millage expires in 2016, election dates being considered are August or November 2016.
- Start to consider the possibility of contracts with the various townships that the library serves as this is related to the impending millage vote
- Off the Page and Summer Reading Program planning

### **Friends of Library Liaison**

- Dennis attended
- Friends will pay for the e-books program, \$2000/year for the next 3 years
- Discussed financial strategies, change of officers
- Heather receives lots of financial support from the group for various programs (e-books, Winter Reading Program, Off the Page, Great Benzie Read). Very generous!
- Amazon Smile program allows participants to support the library through their purchases at Amazon.com

### **Old Business**

- Policy Review of Section XIX Emergency/Disaster is currently being drafted by Janice.
- Internet Policy was sent out in January, Heather will resend, and it will be tabled until next meeting
- Upcoming millage – See above information under Coordinating Committee.

### **New Business**

- Proposal of a new personnel policy addressing nepotism in staff hiring, discussion, calls for board review of the hiring of an immediate relative;
- Reviewed Section IV Personnel Article T. Nepotism Policy
- Board will vote on next month

### **Other Business**

- Meeting conflicts. Agreed to adjust meeting dates as needed.

**Next Meeting:** The next meeting will be **March 16, 2015** at 5:15PM.

**Adjournment:** Hook moved, Downs supported and the meeting adjourned at 6:14 PM

**Respectfully submitted:** Catherine Hahn, Recording Secretary

**Attached:** Treasurer's Report – Financial Statement January 31, 2015; Unpaid Bills (\$934.19) and Paid Bills (January 13 – February 9, 2015)