

BOARD OF TRUSTEES MEETING
Darcy Library of Beulah
January 12, 2015

Call to Order: Chair Dennis Pace called the regular Board of Trustees meeting to order at 5:29 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

Present: Dennis Pace, Cathy Hahn, Dan Hook, Dan Schoonmaker (via Skype)

Absent: Phil Downs, Abby Smith

Guest(s): Heather Doran, Library Director

Minutes: November 10, 2014 minutes were reviewed, questions regarding revisions were discussed. Hook moved, Schoonmaker supported and the minutes were approved.

Treasurer's Report

- Financial statement for the 6 month period ended December 31, 2014. (See attached.) No significant variances.
- Request approval of unpaid bills (\$0) and paid November 11, 2014 – January 12, 2015 (\$8,812.35) 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

- No patron usage report, the Evergreen system is down. Heather will email the information when the data is available in the next day or two. (See attached) Other libraries are showing slow down in patron usage.
- The Great Benzie Read, a county-wide book discussion is scheduled for April 22 at the Blue Caribou.
- A knitting group is meeting at the library on Wednesdays since the Yarn Shop closed.
- Paperwork for MeLCat (Michigan e-Library) is being completed, staff will need training in Lansing, a new website domain name may be needed.
- Winter Reading Program for adults will begin soon
- \$2800 grant money received from MCACA for the Off the Page series
- Collaborative efforts with the Benzonia Library are being worked out. Benzonia will handle the Summer Reading Program and the Darcy Library will handle the Off the Page Series.
- Benzonia Library will have minimal hours for the next 2 months due to renovations; this may increase our patron traffic.
- E-books with UpNorth digital is progressing, the cost is estimated at \$2000 per library per year. The Friends were asked to fund this endeavor.

Committee Reports

Maintenance Committee

- Snow removal is going well.

Personnel Committee

- Nothing to report

Benzonia/Darcy Libraries Coordinating Committee

- Spring meeting is being planned with a millage expert, Shirley Bruursma. Vicki Downs (?) has agreed to chair the millage committee. Election dates being considered are August or November 2016

Friends of Library Liaison

- Met before Christmas, minutes from that meeting have not been released.
- Next meeting is January 15, 2015 at 5:15 PM.

Old Business

- Policy Review of Section XIX Emergency/Disaster is on hold for now. There is a policy in place; we will revisit this section in the future.
- Upcoming millage – See above information under Coordinating Committee.

New Business

- No new business

Other Business

- Dan Schoonmaker is working on the Workmen's Compensation Audit paperwork and the preparation of W-2s for employees.

Next Meeting: The next meeting will be February 9, 2015 at 5:15PM. Heather's birthday is February 10th.

Adjournment: Hook moved, Schoonmaker supported and the meeting adjourned at 6:12 PM

Respectfully submitted: Catherine Hahn, Recording Secretary

Attached: Treasurer's Report – Financial Statement December 31, 2014; Unpaid Bills (\$0 December 31, 2014) and Paid Bills (November 11 – January 12, 2015)