

BOARD OF TRUSTEES MEETING
Darcy Library of Beulah
July 14, 2014

Call to order: Chair Dan Hook 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: Phil Downs, Cathy Hahn, Dan Hook, Dennis Pace.

Guest(s): Heather Doran, Library Director

Minutes: June 9, 2014 minutes were reviewed. Minor corrections were needed. Downs moved, Hahn supported and the minutes were approved as corrected.

Treasurer's Report

- Preliminary financial statement for the year-ended June 30, 2014. (See attached.) Net income is \$28,433 over budgeted \$13,415 loss. Most of the difference is due to a gift of \$25,000 from the Barthelmas family. Property taxes and used book income over budget account for the remaining difference. There were no expenditure items over the revised budget. See comments for noted items. An additional \$25,000 unrestricted gift was received from the Barthelmas family in July 2014.
- Request approval of bills to pay (\$2,764.28) and paid (\$2,632.24) since the last meeting per attached lists.
- Lake Township – Sent \$750 (vs. \$1,000 budgeted) for use of all residents. No explanation as to reason for the cut in funding. Suggest we respond as last year.
- Schoonmaker moved, Pace supported and the year-end Financial Statement (June 30, 2014) as well as Paid and Unpaid bills were approved.

Director's report

- Circulation and patronage statistics were presented
- Addition of e-book capability was discussed. The “Up North Digital Collection” is used by many area libraries. Cost and availability were the two main issues. No action is planned immediately.
- The next “Off the Page” event is August 22.

Committee Reports

Maintenance Committee

- The sealing of the bathroom floor grout has been completed. The windows have been washed.

Personnel Committee: No report

Benzonia Township Libraries Coordinating Committee: No recent meeting

Friends of Darcy Library Liaison: No new events upcoming

Old Business

- The revised Policy, Section III, Library Board of Trustees, was discussed. Schoonmaker moved, Downs supported and the new Policy was approved.
- Discussion of possible revisions of other Library Policies will continue at next month's meeting.

New Business: The amount of Library cash reserves was discussed. The consensus of the Board was that one year's operating budget is a reasonable amount in reserve. This is a “soft” target; it will be only one of many considerations in the annual budgeting process.

Next Meeting: The next meeting is on Monday, August 11, at 5:15 pm.

Adjournment: Downs moved, Hahn supported, and the meeting adjourned at 6:31 p.m.

Respectfully submitted: Dennis Pace, Acting Recording Secretary

Attached: Treasurers Reports – Financial Statement June 30, 2014; Unpaid Bills (July 14, 2014) & Paid Bills (June 10 – July 14, 2014) Reports