

## **BOARD OF TRUSTEES MEETING**

### **Darcy Library of Beulah**

**March 16, 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)

**Absent:** Abby Smith

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

**Minutes:** February 9, 2015 minutes were reviewed. Downs moved, Hook supported and the minutes were approved.

#### **Treasurer's Report**

- Financial statement for the 8 month period ended February 9, 2015. (See attached.) No significant variances.
- Request approval of unpaid bills (\$125.66) and paid February 10 – March 16, 2015 (\$3,729.68) since the last meeting per attached lists. Hook moved that the treasurer's report and the paid and unpaid bills be approved. Schoonmaker supported and the motion passed.

#### **Director's Report**

- Patron use and library stats are about where they were at this time last year.
- Received \$1100 grant from the Libre Foundation for the purchase of children's books
- MeLCat training is occurring and it should "go live" in a couple of weeks
- E-books. Received a new, amended contract. Heather would like to read it over again before signing it. Will be open to everyone while the Friends are funding.
- Summer Reading Program in conjunction with Benzonia Library, kick-off June 13<sup>th</sup> at Memorial Park, July 25<sup>th</sup> with the Nature Discovery program, and August 15<sup>th</sup> will be the wrap up
- No Bark in the Park this year
- Off-the-Page series begins June 26<sup>th</sup> with Kathleen Flynn, also trying to get some author's from the Notable Book Tour as well.
- The Great Benzie Read will take place April 22<sup>nd</sup> at 5:30pm at the Blue Caribou café.

#### **Committee Reports**

##### **Maintenance Committee**

- Dan Hook unclogged the vacuum! Burned out flood lights and smoke alarm batteries were replaced. Spider control, AC tune-up, and fan reversal need to be done for spring.

##### **Personnel Committee**

- \* Sarah Grandlund's position has been taken by Ashley Olstad

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

- No meeting plan. Waiting to schedule a time with the library advisor/consultant regarding the upcoming millage.

##### **Friends of Library Liaison**

- Dennis and Heather attended

- Carol Davison suggested that the two friends groups work together, Heather suggested that they work on fundraising for programs

### **Old Business**

- Policy Review - Section IV Article T Nepotism Policy. Some discussion occurred regarding the applicability of this policy to volunteers and it was decided that it was not an issue. Downs moved to accept this policy as written and Hook supported and the motion passed.
- XII Internet Policy. Library internet is unsecured and it says this in policy. The policy is in line with the law. Heather wants to go through the policy again, Janice spoke of some concerns as well. It was decided to table this item and talk about it again next month.
- Section XIX Emergency Procedures. This is a very large and thorough section. Traverse City District Library is working on theirs policy and will send to Heather when it is done. Section 4 will be separated. Discussion on operating manual to have on site but will still be policy.

### **New Business**

- Need more computers. Considering mobile laptop carts. Will use gift money. Heather is putting together a plan.
- Parking lot needs new lines.

### **Other Business**

**Next Meeting:** The next meeting will be **April 13, 2015** at 5:15PM.

**Adjournment:** Hook moved, Downs supported and the meeting adjourned at 6:19 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)