

BOARD OF TRUSTEES MEETING
Darcy Library of Beulah
May 12, 2014

Call to order: Chair Dan Hook called the regular Board of Trustees meeting to order at 5:15 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

Present: Phil Downs, Kathy Hahn, Dan Hook, Dennis Pace, Dan Schoonmaker, Leah Serrine.

Guest(s): Heather Doran, Library Director; Abby Smith

Hook noted that Smith was willing to join the board when Serrine's term is up. She will file for the November ballot and will take office at the November meeting. Schoonmaker's term is also up.

Minutes: April 14, 2014, minutes were reviewed. It was noted that the \$1,650 grant was from MCACA for "Off the Page" programming. Pace moved, Schoonmaker supported, and the minutes were approved.

Treasurer's Report

- Schoonmaker reviewed the financial reports through April 30, 2014, with no significant items noted.
- Schoonmaker presented an amended budget for the FY2014 which ends June 30.
- Paid bills of \$7,417.35 bills and unpaid bills of \$274.90 were reviewed.
- Downs moved, Serrine supported, and the financial reports were approved.
- Pace moved, Hahn supported, and the paid and unpaid bills were approved.
- Serrine moved, Pace supported and the amended budget was approved.
- Schoonmaker said that a letter was received from the Columbus Foundation regarding a \$25,000 unrestricted gift from the Barthelemas Family. Doran is to develop a list of priorities for the funds.

Director's Report

- Doran said that the library would be closed on Saturday, May 25, so staff and volunteers could attend Pat Jehle's memorial. The library will also be closed on May 27, Memorial Day.
- The planning is complete for the Summer Reading Program and "Off the Page" authors program. A Family Fun Day will be held on August 2 as a wrap-up to the Summer Reading Program. She asked that we share any ideas for businesses or organizations that would support the event with activities.
- Doran & Hook gave highlights of the Small & Rural Libraries Conference, including the Friends & Trustees Award presented to Dan & Janice Schoonmaker.

Committee Reports

Maintenance Committee

- Smoke alarms have been installed in the restroom
- Summer maintenance items will be addressed including Moore Mechanical for air conditioning, Hogarth for pest control, and Renay Baffy for window washing.
- Schoonmaker is loaning a lawn mower for library use. It will be stored in the Beulah Village garage.

Friends of Darcy Library Liaison: The next meeting is May 14, and Schoonmaker will attend.

Benzonia Township Libraries Coordinating Committee: A timeline for the next millage campaign is to be developed. The will need to be renewed in 2017.

Old Business: Schoonmaker will go through policies and identify those that should be reviewed and make suggestions on updates.

Next Meeting: The next meeting is on Monday, June 9, at 5:15 pm.

Adjournment: Schoonmaker moved, Downs seconded, and the meeting adjourned at 6:25 p.m.

Respectfully submitted: Leah Serrine, Recording Secretary

Attached: Treasurers Reports – April 30, 2014; Unpaid & Paid Bills Reports – April 5, 2014