

BOARD OF TRUSTEES MEETING

Darcy Library of Beulah

October 13, 2014

Call to order: Chair Dan Hook called the regular Board of Trustees meeting to order at 5:17 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

Present: Cathy Hahn, Dan Schoonmaker, Dennis Pace, Phil Downs. **Absent:** Abby Smith

Guest(s): Heather Doran, Library Director

Minutes: September 8, 2014 minutes were reviewed. There was a mistake in the list of Board Members present, which was corrected. Downs moved, Schoonmaker supported and the minutes were approved as corrected.

Treasurer's Report

- Financial statement for the period-ended September 30, 2014. (See attached.) Net income is \$20,257 compared to a budgeted \$4,059 loss. The difference is due to a second unrestricted \$25,000 from the Barthelmas family, received July 2014. The capital outlays expenditures budget overage of \$4,813 was due to the drop box purchase of \$5,756. There were no other significant budget overages. The budget will be revised in the future for any overages. Pace moved to approve the Financial Statement as presented, Hahn supported and the motion passed.
- Request approval of bills to pay (\$7,717.18) and paid (\$2,619.12) since the last meeting per attached lists. The unpaid bills include the drop box previously approved in the amount of \$5,756.00 from Gaylord. Schoonmaker moved, Downs supported and the Paid and Unpaid Bills were approved.

Director's report

- Circulation and patronage statistics were presented.
- The Off the Page authors series has finished for 2014. Average attendance was 43. The Director is applying for a grant for next summer's series.
- The Director hopes to implement the Michigan eLibrary (MeL) by next spring.
- The winter Kids Reading Program has begun. There will be a Halloween party at the Library on October 31 at 4:30pm.
- The Library is offering non-fiction books that have been weeded from our collection to the Benzie Central Middle and High School libraries.
- The Director discussed starting a "Minecraft Club" that would meet regularly at the Library. It would involve the purchase of both software and hardware, as well as making space available.
- The Adult Book Club is meeting regularly.

Committee Reports

Maintenance Committee

- Moore Mechanical has performed the periodic Fall checkup..
- Pace should contact Howard Kennedy regarding seasonal snow removal.

Personnel Committee

- There was discussion of the feasibility of providing or contributing toward health insurance for the Director.
- The Director's Annual Performance Review was presented. The Committee recommends that the Director's annual salary be changed to \$30,784.00, based upon 37 hours/ week @\$16/hour, effective date October 1, 2014. Fringe benefits remain the same. The Committee also recommended that the pay rate for staff librarians be increased from \$11.50 to \$12.00/hour. Schoonmaker moved to accept the Director's Performance Review and the recommended salary and wage changes. Pace supported and the motion passed.

Benzonia Township Libraries Coordinating Committee

- There was a meeting October 2. The main topic of discussion was the timing of the Benzonia Township Libraries millage renewal election. The next scheduled meeting is November 8.

Friends of Darcy Library Liaison: The Octoberfest cookie sale was very successful.

Old Business

- Review of Library policies was tabled until next month

New Business: No new business

Next Meeting: The next meeting is on Monday, November 10, at 5:15 pm.

Adjournment: Schoonmaker moved, Downs supported and the meeting adjourned at 6:33 p.m.

Respectfully submitted: Dennis Pace, Acting Recording Secretary

Attached: Treasurers Reports – Financial Statement September 30, 2014; Unpaid Bills (October 13, 2014) & Paid Bills (September 9 – October 13, 2014) Reports