

BOARD OF TRUSTEES MEETING
Darcy Library of Beulah
September 8, 2014

Call to order: Chair Dan Hook called the regular Board of Trustees meeting to order at 5:23 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

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

Guest(s): Heather Doran, Library Director

Minutes: August 11, 2014 minutes were reviewed. Schoonmaker moved, Smith supported and the minutes were approved as presented.

Treasurer's Report

- Financial statement for the period-ended August 31, 2014. (See attached.) Net income is \$32,394 compared to a budgeted \$2,922 loss. Most of the difference is due to a second unrestricted gift of \$25,000 from the Barthelmas family. Pace moved to approve the Financial Statement as presented, Hahn supported and the motion passed.
- Request approval of bills to pay (\$1,300.97) and paid (\$1,962.53) since the last meeting per attached lists. Pace moved, Smith supported and the Paid and Unpaid Bills were approved.
- The Library received a gift of \$1,500 from Rick and Sharon Current for shelves in the west entry.

Director's report

- Circulation and patronage statistics were presented. Year-to-date usage was down in all categories compared to 2013.
- Monday Night Movie night has begun
- The next Off The Page author will speak on Friday, September 19.
- The Par Plan Grant which was designated for DVD lending security will expire soon. The Director is still exploring anti-theft options and will re-apply for another grant as needed.

Committee Reports

Maintenance Committee

- Moore Mechanical submitted a bid of \$400 to add cold-air returns to the bathrooms to better balance temperature control and allow the east entry door to close more easily. Schoonmaker moved to accept the bid and begin the work, Pace supported and the motion passed.

Personnel Committee

- The annual review of the Library Director is due. Not all Trustees have returned an evaluation form. The Committee will present its review of the Director at the next meeting.

Benzonia Township Libraries Coordinating Committee

- No report. The next meeting will be on October 2, 5:30pm at the Darcy Library.

Friends of Darcy Library Liaison: No new events upcoming

Old Business

- Edits of the following sections were reviewed and finalized (numbers refer to the new Table of Contents): I. Mission Statement, II. Services of the Library, XI. Equipment Use, XIII. Reference Services, XIV. Programming, XV. Displays and Exhibits, XVI. Public Relations, XVII. Public Notice Bulletin Board, XVIII. and XX. Revision of Library Policies. Schoonmaker moved that the revisions be accepted, Pace supported and the motion passed.
- There was a review of drafts of Policies prepared by J. Schoonmaker: X. Building Use and XVIII. Petitions and Solicitations. Edits were proposed and will be reviewed at the next meeting.

New Business: Chair Hook reviewed the Terms of all Trustees. There was no further discussion.

Next Meeting: The next meeting is on Monday, October 13, at 5:15 pm.

Adjournment: Schoonmaker moved, Smith supported and the meeting adjourned at 6:37 p.m.

Respectfully submitted: Dennis Pace, Acting Recording Secretary

Attached: Treasurers Reports – Financial Statement August 31, 2014; Unpaid Bills (September 8, 2014) & Paid Bills (August 12 – September 8, 2014) Reports