

## **BOARD OF TRUSTEES MEETING**

### **Darcy Library of Beulah**

**May 9, 2016**

**Call to Order:** President Dennis Pace called the regular Board of Trustees meeting to order at 5:35 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

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

**Absent:** none

**Guest(s):** Heather Doran, Library Director; Janice Schoonmaker, policy guru; visitor (??) who may be interested in an opening board position

**Minutes:** April 11, 2016 minutes were reviewed. Hook moved to approve the minutes, Downs supported and the minutes were approved.

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

- Monthly financial report for ten months-ended April 30, 2016 (See attached). The financial status for the ten-month period is \$3,862 loss versus the \$14,707 loss budgeted.
- Property taxes of \$51,013 were received of the \$58,000 budget. The remainder should be received by fiscal year-end.
- There are no significant budget expenditure overages to date. The Library probably will not need the \$5,000 in funds from the Friends this year. Note: Items with pending budget revisions are in Bold. Budget revisions must be made prior to June 30, 2016.
- Request approval of the financial statements for April 30, 2016. Downs moved, Hook supported, statements were approved.
- Request approval of unpaid bills (\$419.31) and paid for the period April 12 – May 9, 2016 (\$396.72) since the last meeting per attached lists. Hook moved, Smith supported, motion was approved.

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

- Received the June B. Mendel Award at the Rural Library Conference! Conference went well, approximately 40 people attended.
- IKEA corner is all together.
- MelCat. Still working on it.
- Grief Support Group, Off the Page Series, Cooks and Books at Grow Benzie are some of the many activities offered at the library.
- Summer Activities are scheduled and will be posted on the website.

#### **Committee Reports**

##### **Maintenance Committee**

- Carpet cleaning – Gave up on carpet guy; will contact new company to take care of it
- Insect Spraying - Company will need to be contacted
- Moore Mechanical is due to come to check air conditioning system
- Fans need to be switched to their summer setting

##### **Personnel Committee**

- Nothing to report

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

- Meetings are millage related and OTP are the main topics

## **Friends of Library Liaison**

- “Usual stuff” and the newsletter was put together

## **Old Business**

- Policy Review – Ann Seuryneck, lawyer, reviewed the Patron Behavior Policy and sent her standard policy for us to consider. The use of this policy template would save a considerable amount of money in legal fees as opposed to having her review our unique policies. Board will review the information she has provided and decide how to proceed. We may want further input from Anne on “high profile” policies. We also need to be aware of what her fee is for the work she has completed.
- Millage Election – P. Downs will meet with Judge Mead tomorrow at 10:30 AM to discuss questions regarding penal fines. There is a group that is working on FAQs and community information regarding the millage election.
- Board Election Filing Deadline – D. Pace needs to file for another term, Downs’ position is open

## **New Business**

- Strategic Plan for Library – Need to start this before the millage election. Heather will put together talking points.
- Safe Deposit Box – D. Hook inventoried the safe deposit box and discovered that he and Larry Burkes are the only signatories. In order to change this, the bank needs the minutes from this board meeting. Schoonmaker moved to replace Dan Hook and Larry Burkes’ names with Dan Schoonmaker and Dennis Pace as signatories effective immediately, Hook supported, the motion was approved.

## **Other Business**

- None

**Next Meeting:** The next meeting will be June 13, 2016 at 5:30 PM.

**Adjournment:** Schoonmaker moved, Downs and Hook supported and the meeting adjourned at 6:45 PM.

**Respectfully submitted:** Catherine Hahn, Recording Secretary

**Attached:** Treasurer’s Report, May 9, 2016