

**BOARD OF TRUSTEES MEETING  
Darcy Library of Beulah  
November 14, 2016**

**Call to Order:** Dan Schoonmaker called the regular Board of Trustees meeting to order at 5:58 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

**Present:** Dan Schoonmaker, Dan Hook, Evelyn Tidlow, Cathy Hahn

**Absent:** Dennis Pace, Abby Smith

**Guest(s):** Heather Doran, Library Director; Janice Schoonmaker, Policy Guru

**Minutes:** September 12, 2016 minutes were reviewed; Hook moved to approve minutes, Schoonmaker supported and the minutes were approved.

**Treasurer's Report**

\_\_\_(Dan and Janice leave on December 2nd)

- Proposed budget amendments as of October 31, 2016. Adjustment reflects reduced penal fine income and increased Friends' gift to offset it and other items. There is no change in the budgeted loss for the year. (See summary) Approval moved by Hook, Tidlow supports, motion was approved.
- Financial statement for the four-month period-ended October 31, 2016. (See statement) Net loss is \$12,496 compared to an amended budgeted loss of \$14,944. Wages were \$1,667 less than budgeted due to losing a staff person. Two replacements were hired in October. The staffing scheduling and budget for the remainder of the fiscal year will be reviewed this month. Approval moved by Hook, Schoonmaker supports, motion was approved.
- Request approval of bills to pay (\$2,033.09) and paid (\$8,529.70) since the last meeting on September 12, 2016 per attached lists. The unpaid bills include the workers' compensation renewal effective November 28, 2016-7. It is under budget. Approval moved by Hook, Schoonmaker supports, motion was approved.
- Final item was to remove Phil Downs as bank signatory and recommend Evelyn Tidlow. Hook made the motion to approve this, Schoonmaker supported, the motion was approved.

**Director's Report**

- Numbers are down on checkouts and foot traffic. July and August were slower than in years past.
- New staff members were hired. Angie Vargas and Casey McKenzie. Catherine will stay through 2017 as a substitute.
- Programs are continuing. Pajama Storytime on Thursday nights at 6 PM, the lecture series is going well and is well attended, Grinchmas and the Holiday Storytime are coming up. During the Christmas Parade, books will be handed out.

**Committee Reports**

**Maintenance Committee**

- Dan H. will talk with Howard Kennedy about snow removal
- Parking lot lighting was discussed

**Personnel Committee**

- Two additional part-time staff members have be hired.
- Heather's annual review has been started.

**Benzonia/Darcy Libraries Coordinating Committee**

- Nothing. No meeting.

**Old Business**

- Policy Review Update – Evelyn attended the Mid-Michigan Library League (MMLL) Annual Membership meeting. She learned that the State of Michigan Library has a

library law specialist (Claire Donnelly Membiela) that is available to help with policies and strategic planning at no cost.

- It was decided to send our FOIA policy to the State Library specialist for her opinion. And to also ask lawyer, Anne Seurynck, about the cost of her “boilerplate” FOIA policy.
- The Personnel Policy, it was decided, should also be sent to Claire, the State Library law specialist for her to review and advise.

#### **New Business**

- Trustee status - Evelyn Tidlow elected via Benzonia Township election, Dan Hook will be appointed by the Village of Beulah in December and will be retroactive to include this meeting. Dennis Pace, it is uncertain at this time whether or not he is interested in continuing to fill a position on the board. Will contact Dennis.
- New officers appointed - President: Evelyn Tidlow, Vice-President: Dan Hook, Secretary: Cathy Hahn, Treasurer: Dan Schoonmaker. Schoonmaker moved to approve appointments, Hook supported, the motion was approved.

#### **Other Business**

- Strategic Planning email was sent by Heather with many suggestions.
- The State Library is also willing to help with the strategic planning process.
- Should we reactivate the Coordinating Council with Benzonia? Something to ponder.

**Next Meeting:** The next meeting will be December 12, 2016, at 5:30 PM.

**Adjournment:** Hook moved, Tidlow supported and the meeting adjourned at 6:48 PM.

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