

BOARD OF TRUSTEES MEETING
Darcy Library of Beulah
October 8, 2018

Call to Order: The regular Board of Trustees meeting called to order at 5:31 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

Present: Dan Hook, Cathy Hahn, Phil Downs, Tracey Scheifele, Dan Schoonmaker

Absent: Abby Smith

Guest(s): Karen Salyer, Library Director

Approval of Agenda: Schoonmaker moved to approve the agenda, Downs supported, the agenda for the meeting was approved.

Approval of Minutes: Downs moved to approve minutes from September 10, 2018 with the correction of the Library Director's name as Karen Salyer (following her marriage), Schoonmaker supported, the corrected minutes were approved.

Treasurer's Report (See corresponding documents)

- Financial statement for the three-month period ending September 30, 2018. Expenditures exceeded revenues by \$18,777 vs. the budgeted amount of \$23,072. Much of the difference was due to wages and program expenditures that were under budget.
- Approval of the financial statement for the three-month period ending September 30, 2018, was moved by Downs, Hahn supported, the motion was approved.
- Unpaid bills (\$645.94) and paid bills (\$7886.09) since the last meeting on September 10th.
 - Request approval, Schoonmaker moved, Scheifele supported, the motion was approved.

Director's Report (submitted by Karen Salyer)

- The **Great Benzie Read** for September at the Betsie Valley District Library had an attendance of 14 people. The book was *The Great Alone* by Kristin Hannah, despite the low attendance, this was a popular book.
- The **Banned Books** contest had very little interest. A few patrons checked out the books, but only one had an interest in entering the contest.
- **Monday Movies** started out with low attendance, but the numbers have been increasing. The next movie is *The Post* on October 15th.
- The **Haunted Library** was a success! Fifty-two people attended over the 2-hour time period. A lot of positive feedback was given. We plan to do this again next year for a longer period of time.
- Upcoming events include
 - **Family Movies** will begin in October 19th. *Hotel Transylvania* will be shown.
- Other items
 - Karen attended the New and Advanced Director Workshops in Lansing, she said that they were very helpful and supplied a lot of good information.

Committee Reports

Personnel Committee

- None

Maintenance Committee

- Grounds. Howard Kennedy will plow this winter, \$1200; Phil will check into lawn service for next year
- Building. Dan Hook will install 3 smoke detectors; heating system has been checked, fans need to be switched, some light bulbs out and in need of changing

Liaison Report with Friends of the Darcy Library

- President Hilda is retiring; Fall Cookie Sale earned over \$1300.

Old Business

- Update: Transition to Apollo cataloging system
 - Still figuring out how to use system and what library needs from this system. Test data is underway
 - Evergreen has been notified that we will be switching by the end of June, the hope is to switch by December 1st.
- Security Cameras, HVAC Room Ventilation, A/V Upgrade
 - A/V upgrade is scheduled for October 16, 2018, and may take 1-2 days. Training will be provided for library personnel equipment operation, some shelves will need to be cleared and items relocated in order to put the monitor in a place that is easy to view.
 - Cameras will be wired at the same time the internet cabling is run.
 - HVAC ventilation will be completed in late October by Les Dennis. Bluewater Electric will be doing miscellaneous needed electrical work.
- Re-cabling Project Update. Zylstra willing to do the work. Officially need USF approval to switch contractors but we have not yet received that confirmation. Schoonmaker moved to proceed with the cabling project and commit to Zylstra doing the work in anticipation of USF approval to switch contractors. Scheifele supported. Discussion about Friends providing some financial backup if the USF funding did not come through for some reason. The motion was approved.
- Update Policy Change regarding employee training costs. Mid-Michigan Library attorney advised that we can require this but should add "at Board's discretion" or could fix a dollar amount of repayment. Dan S. and Karen will look into this a little further.

New Business

- None

Public Comment

- Phil stated that the arrangement of art in the meeting room looked nice, more balanced than it was previously.

Next Meeting: The next scheduled board meeting is November 12, 2018 at 5:30 PM

Adjournment: Schoonmaker moved, Downs supported and the meeting adjourned at 6:31 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary