

## **BOARD OF TRUSTEES MEETING**

### **Darcy Library of Beulah**

**August 8, 2016**

**Call to Order:** Dan Schoonmaker called the regular Board of Trustees meeting to order at 5:32 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

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

**Absent:** Dennis Pace, Abby Smith

**Guest(s):** Heather Doran, Library Director

**Minutes:** July 11, 2016 minutes were reviewed; Hook moved to approve minutes, Schoonmaker supported and the minutes were approved.

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

- Financial statement for the period-ended July 31, 2016. (See Treasurer's Report for more detail). Net loss is \$12,260 compared to a budgeted \$9,638 loss. Most of the overage was due to program service expenditures (Off the Page and Children) being about \$2,050 over budget for the one month. The remaining expenditures should be within the total budget. There were no significant expenditure items over the revised budget. County penal fines of about \$16,000 should be received in August which should eliminate the loss to date.
- Request approval of financial statement for the period-ended July 31, 2016. Hook moved, Tidlow supported, motion was approved.
- The Unaudited Financial Statements for the year-ended June 30, 2016 has been completed. The results are the same as the primary report distributed last month.

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

- Heather met with the new school superintendent of Benzie Central, Matt Olson, to discuss ways to give library access and support to students at the schools
- Equinox script writing for MelCat in process with a \$1000 grant.
- Off the Page grant for \$4000 was submitted needs retroactive approval, Schoonmaker moved, Hook supported, motion was approved.
- Programs like Cooks & Books and Not Your Mother's Book Club are proceeding well.
- Summer Reading program wrapped up with approximately 70 kids, the numbers were down. A reason for the decline may be that Benzonia had a separate sign up and so many kids did not enroll at both sites.

#### **Committee Reports**

##### **Maintenance Committee**

- Door acting up again, bathroom fans need to be cleaned
- Need to check to see if Phil's name is on the checking account

##### **Personnel Committee**

- Will need to hire 2 new employees, Ashley got a new full-time job with benefits and Catherine would like to retire earlier than she had planned. These positions would be approximately 20 hours/person.

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

- Nothing to report

##### **Friends of Library Liaison**

- Usual discussions

### **Old Business**

- Policy Review – Janice and Dan Schoonmaker sent the policies that were approved by the board to the attorney
- Millage Election Results – It has passed! It is in effect for the next 10 years. Ballot question committee will wrap up paperwork, disburse remaining money to Benzonia and Darcy libraries, and dissolve by August 22.

### **New Business**

- None

### **Other Business**

- Strategic Plan for Library – Need to develop long term goals and an action plan. Need to think about ways to reach out to other townships and what that looks like. Dan H. will contact Shirley Bruursma to see if she has pointers for planning and guidance.

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

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

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