

BOARD OF TRUSTEES MEETING

Darcy Library of Beulah

February 8, 2016

Call to Order: President Dennis Pace called the regular Board of Trustees meeting to order at 5:33 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

Present: Dennis Pace, Phil Downs, Dan Schoonmaker (via phone), Cathy Hahn, Dan Hook

Absent: Abby Smith

Guest(s): Heather Doran, Library Director, Vicki Carpenter

Minutes: January 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 7 months-ended January 31, 2016. (See attached) The seven month loss was \$1,118 vs \$11,473 budgeted. The variance is the same as the prior month.
- Received about \$30,396 of the total budgeted property taxes of \$58,000 in January. The difference will be received in subsequent months.
- The 2016 Overdrive eBooks cost of \$2,000 has been paid. The amount for the last six months of 2016 (\$1,000) is shown as a prepaid expense for the next fiscal year on the balance sheet. Since Overdrive did not start until October 1, 2015, the cost for the current fiscal year will be \$1,500 instead of \$2,000. This leaves \$500 of the \$2,000 paid by the Friends to be carried-over as deferred income on the balance sheet.
- Approval of the financial report was moved by Downs, Hook supported, the motion was approved.
- Request approval of unpaid bills (\$710.14) and paid bills January 14 to February 8, 2016 (\$4396.38) since the last meeting per attached lists.
- Approval of paid and unpaid bills was moved by Hook, Hahn supported, the motion was approved.

Director's Report

- More people are coming through the door however, circulation is down.
- Over 70 people attended the Business After Hours held at the library on January 21.
- Projector and DVD player are up and running, movie nights are going well
- Off the Page (OTP) is nearly complete, dates need to be firmed up
- Great Benzie Read is April 20th, The Turner House by Angela Flournoy is the book, she will be the visiting author for OTP on May 13th.
- Pet Adoption Day and Cookie Sale (separate locations) planned during Winterfest.
- "Drive-In" movie planned for kids on March 10th.
- Rural Library Conference, May 4-6, 2016, Heather and Ashley will have a presentation on Cheapskate Librarians

Committee Reports

Maintenance Committee

- Carpet cleaning – Will contact Dan when they are in the area
- Window cleaning – Done
- Snow removal – Paid for the season

Personnel Committee

- Nothing to report

Benzonia/Darcy Libraries Coordinating Committee

- Discussion of Off the Page scheduling, millage vote, summer reading programming

Friends of Library Liaison

- Cookie Sale, Benzie After Hours event

Old Business

- Policy Review – Completed policies sent to Heather for review and assembly. They are ready to send to the lawyer for review. Dennis will contact the library lawyers.
- Millage Election – D. Hook outlined the process for putting the millage language together and getting the approval of various government entities for Benzonia and Darcy Libraries to work together.

Vicki Carpenter outlined her plans for the millage election:

August 2nd, backup date is the Presidential election date in November

Renewal of 0.6 mills for the whole township

Will give each library about \$58,000

Benzie Center will be used as the headquarters

Needs to go over election rules, update history, collect usage data, gather collaboration evidence, look closely at survey results, review FAQs, gather voting lists for mailing and phone calls, and to have a library board member volunteer on the committee.

New Business

- None

Other Business

- None

Next Meeting: The next meeting will be March 14, 2016 at 5:30 PM.

Adjournment: Downs moved, Pace supported and the meeting adjourned at 6:42 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary

Attached: Treasurer's Report, February 8, 2016