

## **BOARD OF TRUSTEES MEETING**

### **Darcy Library of Beulah**

**January 11, 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, Abby Smith

**Absent:** None

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

**Minutes:** December 14, 2015 minutes were reviewed and minimally amended. Hook moved to approve the minutes as amended, Downs supported and the minutes were approved.

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

- Financial statement for the 6 month period-ended December 31, 2015. (See attached.) The six month loss was \$23,143 compared to a budgeted \$32,761 loss. The difference was due to grants and gifts \$6,600 over budget and expenses about \$3000 under. There were no significant variances.
- Request approval of unpaid bills (\$213.45) and paid December 15, 2015 to January 11, 2016 (\$2666.99) since the last meeting per attached lists.
- Approval of the financial statement and paid and unpaid bills was moved by Schoonmaker, Hook seconded, the motion was approved.

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

- Coloring books are here and people are enjoying them.
- Having technical difficulties with the DVD player used to show movies at the library.
- Off the Page (OTP) has a tentative list of 4 authors
- ParPlan grant was applied for to use for outdoor lighting. A motion for \$1418 is required. Hook moved to affirm the ParPlan grant application on November 30, Downs seconded, the motion was approved.
- Library to host Business After Hours on January 21 with Crystal Café from 5-7pm. There will be a \$5 cover charge.

#### **Committee Reports**

##### **Maintenance Committee**

- Carpet cleaning - Planned for after the After Hours event.
- Window cleaning – In the works
- Snow removal – All set with Howard Kennedy

##### **Personnel Committee**

- Working on gathering staff pay rates at neighboring libraries.

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

- Discussion of Off the Page and the millage vote
- Summer reading program grants that will cover 40% of the program costs

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

- No meeting, Heather will attend next month

**Old Business**

- Policy Review – Janice will be sending the rest of the policies for the notebooks in the next 3 weeks. The policies will then be reviewed by a library attorney, Dennis will contact her. Policies must be reviewed every 5 years or sooner.
- Millage Election - Vicki Carpenter sent an email regarding the millage election process and the need for a representative from the board. The ballot language is due to the County Clerk by the second week in May. Hook moved to proceed with the Aug. 2 ballot proposal to renew and restore .6 mills, Schoonmaker supported, the motion was approved.

**New Business**

- None

**Other Business**

- None

**Next Meeting:** The next meeting will be February 8, 2016 at 5:30 pm.

**Adjournment:** Downs moved, Schoonmaker supported and the meeting adjourned at 6:06 PM.

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

**Attached:** Treasurer's Report, December 14, 2015