

BOARD OF TRUSTEES MEETING

Darcy Library of Beulah

July 11, 2016

Call to Order: Vice-President Phil Downs called the regular Board of Trustees meeting to order at 5:39 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

Present: Phil Downs, Dan Schoonmaker, Cathy Hahn, Abby Smith

Absent: Dennis Pace, Dan Hook

Guest(s): Heather Doran, Library Director; Janice Schoonmaker; Evelyn Tidlow

Minutes: June 13, 2016 minutes were reviewed; Smith moved to approve minutes, Schoonmaker supported and the minutes were approved.

Treasurer's Report

- Preliminary financial statement for the year-ended June 30, 2016. (See attached.) Net loss \$11,158 vs the budgeted \$19,250 loss. Most of the difference is due to numerous actual revenue and expenditures better than the budgeted amounts.
- There were one expenditure items over the revised budget. The professional fees were over the budget by \$175 due to legal policy review.
- Request approval of financial statement for the year-ended June 30, 2016. Downs moved, Smith supported, motion was approved.
- The auditor will be scheduled for the biennial audit for the year-ended June 30, 2017.
- Request approval of bills to pay (\$2,150.56) and paid (\$7,046.79) since the last meeting per attached lists. Hahn moved, Schoonmaker supported, motion was approved.

Director's Report

- Numbers of people coming through the door is way down. Summer reading numbers are down also. Feels the marketing of the library programs needs to be better, somehow.
- Number of activities are in progress: Circus program, Not Your Mother's Book Club, Off the Page authors, Bark in the Park had approximately 50 people in attendance.
- Equinox will do the script writing for MelCat in order to interact with the library's software with a \$1000 grant.

Committee Reports

Maintenance Committee

- Tree was pruned

Personnel Committee

- Heather's performance evaluation from the fall had areas for Heather to work on. This Action Plan included meeting with Amanda from the Benzonia Library in an attempt to resolve some differences. Heather feels that her focus is more county-wide, while Amanda's is more focused on Benzonia. They plan to meet again after the Summer Reading Program concludes. The non-fiction reorganization project is almost complete and Heather's workstation organization is progressing and will be completed by July 18th.

Benzonia/Darcy Libraries Coordinating Committee

- Has not met

Friends of Library Liaison

- Nothing to report

Old Business

- Policy Review – Janice and Dan Schoonmaker will send the policies that were approved at the last meeting to the lawyer.
- Strategic Plan for Library - Heather will send us goal sheets, again, to get the process of planning for the future underway.
- Millage Election – The signs are here and will be placed in high visibility areas next week, letters of support are being sent to the local paper, an advertisement with a list of people who support the library millage renewal is also planned for the local paper.

New Business

- Phil Downs wants to be replaced on the board ASAP! Motion requested for the approval of Evelyn Tidlow to complete the term of Phil Downs upon his resignation from the Darcy Library Board of Directors effective July 12, 2016. Schoonmaker moved, Smith supported, motion was approved.

Other Business

- None

Next Meeting: The next meeting will be August 8, 2016, at 5:30 PM.

Adjournment: Schoonmaker moved, Downs supported and the meeting adjourned at 6:33 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary