

BOARD OF TRUSTEES MEETING

Darcy Library of Beulah

June 13, 2016

Call to Order: Vice-President Phil Downs called the regular Board of Trustees meeting to order at 5:30 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

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

Absent: Dennis Pace

Guest(s): Heather Doran, Library Director; Janice Schoonmaker, policy guru

Minutes: May 9, 2016 minutes were reviewed; minor adjustments were made and the minutes were approved.

Treasurer's Report

- Monthly financial report for eleven months-ended May 31, 2016. The financial status for the eleven-month period is \$4241 loss versus the \$10,818 loss budgeted.
- A revised budget was submitted to reallocate budget amount to be in compliance with the state requirements. The net effect is an \$80 change in the budgeted loss.
- Request approval of the financial statements for May 31, 2106 and the proposed revised budget effective June 2016. Schoonmaker moved, Hook supported, motion was approved.
- Request approval of unpaid bills (\$6503.47) and paid for the period May 10 – June 13, 2016 (\$3060.47) since the last meeting per attached lists. Schoonmaker moved, Hook supported, motion was approved.
- Proposed annual budget for the fiscal year 2016-2017 was presented. Dan reviewed some information in the areas of grants, wages, and audits. Overall, estimated loss of \$15,708 versus a revised budget loss of \$19,250 the prior year. Both are conservative estimates.
- Request approval of the proposed annual budget for the fiscal year 2016-2017. Schoonmaker moved, Smith supported, motion was approved.

Director's Report

- A greater number of DVDs are being checked out as compared to books. This is a nationwide trend.
- MelCat needs to “script write” in order to interact with the library’s software; this will cost us \$1000-\$2000.
- Summer Reading is being registered on line. There are lots of options. It kicks off this weekend with an interactive theatre.
- Makerspace Workshop in Benzonia, Alison DeCamp writer’s workshop with some other authors, Cooks and Books program at Grow Benzie is growing, non-fiction project Bookshop continues (organizing non-fiction books by subject instead of using the Dewey Decimal System) are some of the many activities in which the library is currently involved.

Committee Reports

Maintenance Committee

- Carpet cleaning – Was cleaned today! New company, Great Lakes Carpet Cleaning
- A baby changing station was installed in the restroom.

Personnel Committee

- Heather's performance evaluation from the fall had areas for Heather to work on. These items were discussed with Heather in a meeting with the Personnel Committee and those expectations, consequences for non-compliance, action items, and time tables were emphasized.

Benzonia/Darcy Libraries Coordinating Committee

- Continuing to work on millage documents. Ballot question committee was formed. Are receiving donations to fund the expenses of the millage campaign.

Friends of Library Liaison

- Book Sale and millage related items were discussed.

Old Business

- Policy Review – Janice suggests that the FOIA and Circulation policies need to be sent to the lawyer, Ann Seurnyck, for review. Schoonmaker moved, Smith supported, the motion passed.
- Strategic Plan for Library - Heather will send us goal sheets to get the process of planning for the future underway.

New Business

- None

Other Business

- Dan Hook is looking for someone to take his place on the board, no luck thus far.....

Next Meeting: The next meeting will be July 11, 2016 at 5:30 PM.

Adjournment: Schoonmaker moved, Smith supported and the meeting adjourned at 6:47 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary