

BOARD OF TRUSTEES MEETING
Darcy Library of Beulah
May 8, 2017

Call to Order: Dan Hook called the regular Board of Trustees meeting to order at 5:42 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

Present: Dan Schoonmaker, Dan Hook, Cathy Hahn, Abby Smith, Evelyn Tidlow

Absent: Dennis Pace, Abby Smith

Guest(s): Janice Schoonmaker, Carol McAnulty, Heather Doran

Minutes: April 12, 2017, minutes were reviewed; Schoonmaker moved to approve minutes, Hahn supported and the minutes were approved.

Treasurer's Report

- Monthly financial report for 10 months-ended April 30, 2017. The actual income to date was \$8,833 versus a budgeted loss of \$470 due to lower expenses.
 - Received about \$56,812 to date of the total budgeted property taxes of \$61,842.
 - An Off the Page Series donation will be requested from the Friends this month (2016-\$1000). We will request part or all of the second \$5000 in June if needed.
 - A few accounts will be adjusted in June for grant related items. No significant variances.
 - Schoonmaker moved to approve the financial report, Hahn supported, the motion was approved.
- Unpaid bills (\$881.00) and paid bills from April 11 to May 8, 2017 (\$5,264.16)
 - Approval of these unpaid and paid bills was moved by Schoonmaker, supported by Hahn, and the motion was passed.
- Request approval of obtaining a credit card through Central State Bank for library purchases. Discussion about using one that offers points or similar perks. Schoonmaker moved, Hahn supported, and the motion was passed.
- Heather needs to be removed as an authorized check signatory. A new letter will be done when a new director is hired.

Director's Report

- Numbers are down in all areas, except for teen programming
- Volunteer Networking meeting. This is in the early stages, may be beneficial with the non-profits working together in the community to draw from a volunteer pool
- Scheduling
 - Summer Reading Program. Trying to get in order to turn over. Catherine will run. Mini kick-off in the park June 2nd, need staff person and volunteers to help. "Build a Better World" is the theme. Non-profits will set up tables to explain what they do. Rain location is the Crystal Lake Elementary Cafegymatorium.
 - Business After Hours. Wed, May 18, 2017. Papano's will provide food. Friends will provide admission if a board member would like to attend. (Abby? Maybe?)
- Heather provided a list of scheduled and ongoing activities at the library and the amount of staff or volunteers necessary to run the programs.

Committee Reports

Maintenance Committee

- Bug/spider spraying was done today. Chris Etc. will do windows (\$140). Moore Mechanical is scheduled to come. Fans need to be reversed. "Open" sign in not working properly, needs to just be done manually.

Liaison Report with Friends of the Darcy Library

- Meeting on Wednesday. Dan and Janice Schoonmaker plan to attend.

Old Business

- CIPA Compliance Update - On track. Dan Hook updated where we are in the process. Hopefully by June 30, 2018, all will be completed.
- Policy Review Update – On hold until new director
- MelCat - New people have to be trained
- New Library Director - We have a very good candidate, Nellie. Dan S. will look at the budget and see if we can make a reasonable offer. She said that medical insurance was very important for she and her family.
- Personnel - Angie and Casey are essentially done.
 - Heather has not yet determined when she will leave.
 - Heather offered to pre-order books from Baker and Taylor through the end of the fiscal year.
 - Discussed the idea of sharing personnel with Benzonia.
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Other Business

- Presentation on Benzie Senior Resources involving the combination of Home Healthcare and the Commission on Aging. Nancy Call contacted Evelyn and would like to speak with the Board. Perhaps next month?

Next Meeting: The next scheduled board meeting will be June 12, 2017, at 5:30 PM.

Adjournment: Schoonmaker moved, Tidlow supported and the meeting adjourned at 6:50 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary