

BOARD OF TRUSTEES MEETING
Darcy Library of Beulah
November 19, 2024

Call to Order: The regular Board of Trustees meeting called to order at 4:00 PM. Those in attendance and constituting a quorum were:

Present: Cathy Hahn, Dan Schoonmaker, Chloe McGehee, Betsy Taylor, Debby Laslo, Ann Strehle

Absent: None

Guest(s): Christy Trigg

Approval of Agenda: Taylor moved to approve the agenda with changes, Laslo supported, the agenda was approved.

Approval of Minutes From Previous Meeting (10-22-24): Schoonmaker moved to approve the minutes of the previous meeting, Hahn supported and the minutes were approved.

Treasurer's Report (See corresponding documents)

- Review of the financial statement for the four-month period-ending October 31, 2024.
 - Cash/investments remain about the same as last year on the balance sheet.
 - Expenditures exceeded revenues by \$27,952 compared to the budgeted amount of \$32,429. A few items were slightly over budget while most were under.
- Bills to approve since October 15, 2024
 - Bills paid (\$6697.10) and bills to be paid (\$338.99)
- Taylor moved to approve both the financial statement and the payment of bills as presented, Laslo supported, the motion was approved.
- We will request \$5000 of the \$10,000 per year commitment from the Friends.
- A revised Resolution for Bank Signatories is needed, Schoonmaker made the motion, McGehee supported and the request was approved.

Director's Report (Christy Trigg - Director)

- Christy is familiarizing herself with the day to day procedures and would like to learn about ordering and weeding from another librarian.
- Working on getting a supply list together and having an inventory of them.
- Would like to digitize staff procedures so they could be reviewed and updated on a regular basis.
- October events included a presentation by author Robert Downes about his book Raw Deal and a Halloween Wheel of Treats with related activities.
- Upcoming events were discussed as well as future plans for Winterfest and teen programs.
- \$4000 was received in memory of Janice Schoonmaker and was directed to use to create something permanent in honor of Janice.
- Christy presented stats regarding patron activity, genre of books loaned, and number of books loaned from October 18 to November 18, 2024.

Committee Reports

Personnel Committee

- Christy is now on staff. Welcome!

- A volunteer, friend of Phillip's, will be helping out.

Maintenance Committee

- Locks were changed
- Snow removal will be handled by Howard Kennedy
- Eric Salyer will do maintenance for a couple of months
- Updated the list of maintenance providers and Library contacts are in the office

Liaison Report with Friends of the Darcy Library

- Next bake sale is December 13

Unfinished Business

- **Anishinaabe Land Acknowledgement:**
 - The Village of Beulah is working on this, Library will use what they develop.
- **Bookkeeper Update-**Pam Sudney, former Village of Beulah assistant has volunteered to help with the bookkeeping, payroll, etc. This position should require 6-7 hours/month.
- **Helen Tanner American Indian Collection**
 - Plaque to be placed outside of the Tanner room is needed to recognize her contribution.
- **Library Millage Update/Discussion**
 - Dan is working with Amanda; collecting data on the libraries - payroll, staff numbers, patron numbers, etc. in order to determine needs from the millage.
- **Policy and Conduct**
 - Personnel policy needs addition to account for the sick day mandate by the State of Michigan
 - McGehee moves to make necessary changes to the Personnel policy to meet the State of Michigan regulations, Laslo supported, motion was approved.

New Business

- **Vice President**
 - Schoonmaker nominates Betsy Taylor to be vice president of the Board of Trustees of Darcy Library
- **Library Board Elections**
- **December Meeting**
 - Taylor moves to cancel the December meeting, Hahn supports, the motion is supported

Public Comment

- None

Next Meeting: The next meeting is scheduled for Tuesday, January 21, 2025, at 4 PM at the Darcy Library.

Adjournment:

Taylor moved to adjourn the meeting, McGehee supported, meeting adjourned at 5:04 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary