

BOARD OF TRUSTEES MEETING

Darcy Library of Beulah

June 17, 2025

Call to Order: The regular Board of Trustees meeting called to order at 3:27 PM. Those in attendance and constituting a quorum were:

Present: Cathy Hahn, Chloe McGehee, Betsy Taylor, Debby Laslo, Ann Strehle, Dan Schoonmaker, Christy Trigg (Director)

Absent: None

Approval of Agenda: Schoonmaker moved to approve the agenda, McGehee supported, the agenda was approved.

Approval of Minutes From Previous Meeting (5-20-25): Taylor moved to approve the minutes of the previous meeting, Laslo supported and the minutes were approved.

Treasurer's Report (See corresponding documents)

- Review of the financial statements for the eleven-month period-ending May 31, 2025.
 - Net income for eleven-months is \$5306 compared to the original budgeted loss of \$1089. Budget adjustments and revised budget to follow.
 - Bank balances of \$168,361 include Michigan Class balance.
 - The Equity (Fund Balance) of \$164,314 reflects the 11-month income of \$5306.
 - Unpaid bills (\$0), Paid (\$17,211.53) since last meeting May 21, 2025.
 - Schoonmaker moved to approve the financial statement and payment of bills; Taylor supported, motion approved.
- Revised Budget for fiscal year 2024-25 process was explained.
- Budget Adjustments Recap shows the budgeted deficit of \$540 change to \$3270. Actual deficit is expected to be less due to reduced expenditures.
 - Motion to approve the Amended 2024-25 Budget made by Schoonmaker, Taylor supported, motion approved.
- Proposed Budget for fiscal year 2025-26 process explained.
 - Property taxes are estimated to be \$91,500 (4% more)
 - *Friends* are requested to renew their support of \$11,500 for eBooks, Book Page subscription and catalog items.
 - Personal Services (wages) budget is increased from \$65,000 this year to \$85,000 next fiscal year. Factors that make this necessary include the increase in Michigan's minimum wage, new full-time Director, increased staffing and programming.
 - Will ask *Friends* to reallocate funds not used this year to be for Personal Services next year plus another \$5000 if needed.
 - The budget reflects the required biennial audit cost of \$6000.
 - Overall, the proposed budgeted loss is \$7776.
 - Schoonmaker moved to approve the 2024-25 Fiscal Year Budget, Laslo supported. Motion approved.
- Northway Lawn & Landscaping Contract Proposal
 - Schoonmaker moved to approve the contract, Taylor supported. Motion approved.

Director's Report (Christy Trigg - Director)

- 38+ have enrolled in the Summer Reading Program. Advertising, prize purchasing/donations from local businesses, program includes adult participation as well.

- Handprint banner made for the July 4th Parade, Beulah Art Fair, and other events.
- One hour prior to Music in the Street the Library will provide Happy Hour activities for all ages.
- Conference room is being used by community organizations; horticultural, GED
- Possible “Bark in the Park” in August
- Artwork is being displayed on the stacks, adults and kids
- Upcoming events and recent events were listed.
- Presented stats regarding patron activity, genre of books loaned, and number of books loaned. Participation is increasing.

Committee Reports

Personnel Committee

- Nothing to report

Building and Grounds

- Northway Lawn and Landscape Contract

Janice Schoonmaker Memorial Subcommittee

- Scheduled to begin tomorrow (June 18th). Hope to finish by July 4th.
- Dan S. will provide a plaque

Liaison Report with Friends of the Darcy Library

- No report

Unfinished Business

- **Anishinaabe Land Acknowledgement**
 - Nothing new to report
- **Helen Tanner American Indian Collection**
 - Process of updating the cataloging and referencing with Apollo is continuing
- **ADA Compliance**
 - Working on making more room with the bookshelves, currently on hold.

New Business

- None

Other Business

- None

Next Meeting: The next meeting is scheduled for Tuesday, July 15, 2025, at 3:30 PM at the Darcy Library.

Adjournment:

Schoonmaker moved to adjourn the meeting, Taylor supported. Meeting adjourned at 4:34 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary