

## 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