

## BOARD OF TRUSTEES MEETING

Darcy Library of Beulah

May 20, 2025

**Call to Order:** The regular Board of Trustees meeting called to order at 3:30 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:** Taylor moved to approve the agenda, Laslo supported, the agenda was approved.

**Approval of Minutes From Previous Meeting (4-15-25):** McGehee moved to approve the minutes of the previous meeting, Taylor supported and the minutes were approved.

### **Treasurer's Report** (See corresponding documents)

- Review of the financial statement for the ten-month period-ending April 30, 2025.
  - Net income for ten-months is \$16,852 compared to the original budgeted income of \$7900. Budget adjustments will be made at the June 2025 meeting.
  - Bank balances of \$178,386 include Michigan Class balance of \$101,131.
  - The Equity (Fund Balance) of \$175,860 reflects the 10-month \$16,852 income.
  - Unpaid bills (\$2150.08) Paid checks (\$12,222.91) since last meeting April 15, 2025.
- Schoonmaker moved to approve the financial statement and payment of bills; Taylor supported, motion approved.
- Budget amendments 2025-26 will be submitted for approval at the June meeting.
- Biennial audit will be done in October. UHL CPAs will do the audit. Significant price increase from previous audit \$4500 to \$6000, but was expected.
  - Schoonmaker moved to approve the audit and CPA firm to do the audit in October 2025; Laslo supported. Motion approved.

### **Director's Report** (Christy Trigg - Director)

- Summer Reading Program begins June 14th. Handprint banner to be made for the July 4th Parade and Beulah Art Fair.
- MMLL mini-grant was awarded. Book spinner and bench for Children's area.
- Community Chest grant awarded for sensory table, bubble machine, sewing machines, digital cameras, and more.
- Continues to work with Apollo to change some member designations to make reports more meaningful.
- Continues work to digitize staff procedures so they could be easily reviewed and updated and posted on the website.
- 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**

- Vent installed in the utility room.
- Bird was in the fireplace, freed, and the screen repaired.

## **Janice Schoonmaker Memorial Subcommittee**

- Design plan selected. Plan is about \$1500 over budget. A request of the Friends will be made to fill the gap of \$1500.
- Dan S. will provide a plaque
- Motion made by Taylor to approve Janice's Memorial plan and the funding request to the Friends; supported by McGehee. Motion carried.

## **Liaison Report with Friends of the Darcy Library**

- Request of \$1500 will be made.

## **Unfinished Business**

- **Anishinaabe Land Acknowledgement**
  - Nothing new to report
- **Helen Tanner American Indian Collection**
  - In process of tidying up, updating cataloging, and referencing with the Apollo record
- **Sick Time Policy**
  - Updated policy was presented, it follows the State statute. Letters informing the staff of their estimated sick time were drafted.
  - Motion to Approve the Sick Time Policy in Section IV. Personnel in the Policy Manual made by Schoonmacher, Laslo supported. Motion approved.
- **ADA Compliance**
  - Working on making more room with the bookshelves, currently on hold.
- **Federal Funding Cuts**
  - Institute of Museum and Library Services (IMLS) is currently 50% funded for next year which saves MelCat services.
  - Staff training and other program budgeting will be examined regarding the 50% cut.

## **New Business**

- **Library of Things Policy and Agreement**
  - Circulation policy wording edited and updated to include the Library of Things.
  - Motion by Taylor to approve Section XII. Circulation Policy Manual and the Library of Things Policy Agreement including circulation and internet changes; Laslo supported. Motion approved.
- **Partnering with Benzie Senior Resources**
  - Delivering books to homebound individuals via Meals on Wheels.
  - Motion by Taylor to approve Darcy Library working with Benzie Senior Resources and Meals on Wheels to get library books to homebound seniors; Schoonmaker supported. Motion approved.

## **Other Business**

- **None**

**Next Meeting:** The next meeting is scheduled for Tuesday, June 17, 2025, at 3:30 PM at the Darcy Library.

## **Adjournment:**

Taylor moved to adjourn the meeting, McGehee supported. Meeting adjourned at 4:58 PM.

**Respectfully submitted:** Catherine Hahn, Recording Secretary