

BOARD OF TRUSTEES MEETING

Darcy Library of Beulah

November 18, 2025

Call to Order: The regular Board of Trustees meeting called to order at 3:31 PM. Those in attendance and constituting a quorum were:

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

Absent: Debby Laslo

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

Approval of Minutes From Previous Meeting (10-21-2025): Hahn moved to approve the minutes of the previous meeting, Taylor supported, the minutes were approved.

Treasurer's Report (See corresponding documents)

- Financial Statements for four-months ending October 31, 2025 were reviewed.
 - The net loss was \$36,478 compared to the budgeted loss of \$40,277.
 - No significant budget variations.
 - Bank balances of \$139,942 include Michigan Class balance.
 - The Equity (Fund Balance) of \$131,190 reflects the three-month loss of \$36,478.
 - Unpaid bills (\$1325.59), Paid bills (\$9063.59) since last meeting October 21, 2025.
 - Schoonmaker moved to approve the financial statement and payment of bills, Taylor supported, motion approved.
- Audit was finished earlier on November 10.
- Bookkeeper is not returning due to health reasons, so we are looking for a bookkeeper.

Director's Report (Christy Trigg - Director)

- Attended a library collection building symposium in Cadillac on November 7, was very helpful.
- Nov. 3 was the first Benzie County Librarians meet up. Discussed developing a robust social media policy.
- Still working with Amazon as a book supplier, we receive a special library deal.
- Kay Boyne donated a collection of Women's Study books. Considering ways to thank her for her donation and years of activism.
- Trillium painting fell off of the wall.
- Planning a donation drive for the holiday season for the various animal rescue organizations in Benzie County.
- Annual Report for State Aid is in the works.
- Winter focus-Inventory and weeding of the collection, staff development
- Policy and Procedures: Immigration Enforcement, would like to develop this policy with the Board
- Applied for a mini-grant from MMLL for a cabinet for the Library of Things
- Holiday Hours were given for November-January 1.
- Upcoming events and recent events with participation numbers were listed.
- Presented stats regarding patron activity, genre of books loaned, and number of books loaned.

Committee Reports

Personnel Committee

- Christy's Director Evaluation Report
 - Excellent evaluation in most areas, plan to improve in other areas was developed; pay rate increase recommended.
 - Motion to approve Christy's performance review made by Schoonmaker, Taylor supported, motion approved.

Building and Grounds

- Small furnace not working, big furnace fixed
- Howard Kennedy contracted for snow removal, \$500/mo for 3 months

Liaison Report with Friends of the Darcy Library

- \$100 donation in honor of Patricia Norton for the purchase of 2nd and 3rd grade books was received. A thank you note was sent by Christy and Ms. Norton was very pleased.
- Christmas Magic Cookie Sale, December 13

Unfinished Business (Tabled)

- **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**
 - No updates
- **Millage Committee**
 - To meet tomorrow, Nov. 19

New Business

- Lake Township contract
 - Discussed letter from Lake Township and why they were paying to use the library and other townships were not. Decided to further research and look at policy change.
 - Schoonmaker made a motion to amend the Circulation Policy XII.A.1 to changes regarding the electronic access of non-township residents to Overdrive/Libby.
 - XII.H. Add Libby to OverDrive and remove others
 - XII.J.1 Change language of Library of Things

Other Business

- None

Next Meeting: The next meeting is scheduled for Tuesday, December 16, 2025, at 3:30 PM at the Darcy Library.

Adjournment:

McGehee moved to adjourn the meeting, Hahn supported. Meeting adjourned at 4:52 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary