

Reed City Area District Library  
Board Meeting Minutes  
Monday, June 30, 2014; 6 pm  
In library proper

**Present:**

Phil Noreen, Vice President, Reed City  
Mary Neal, Treasurer, Reed City  
Edie Betzing, Richmond Township  
Terry Blood, Richmond Township  
Jacquie Gerould, Lincoln Township  
Heather Symon, Library Director

**Absent:**

Christine Cox, President, Reed City  
Bette Newell, Secretary, Lincoln Township

**Visitors:** Tom Burnosky, Citizen, David Bisbee, Citizen

**1. Call to Order**

The meeting was called to order by Phil Noreen at 6 p.m. A quorum was present.

**2. Approval of Agenda**

The motion was made by Mary Neal and seconded by Terry Blood to approve the agenda. It passed unanimously.

**3. Approval of Minutes**

The motion was made by Edie Betzing and seconded by Mary Neal to approve the May 19, 2014 Board Meeting minutes as corrected with removal of the item, "Report by City Council Representative." It passed unanimously.

**4. Citizen's Requests/Public Comment**

Visitor, Tom Burnosky, indicated a willingness to volunteer on behalf of library millage proposals on the August 5, 2014 ballot and provided contact information.

**5. Report of Finances**

Approval of Bills

- The motion was made by Terry Blood and seconded by Jacquie Gerould to approve the bills as presented with a grand total of

\$ 18,775.07 in expenses approved; subtotals of \$ 4,409.90 for operations and \$ 14,365.28 for new facility expenses. It passed unanimously.

- A budget amendment for the April 1-June 30, 2014 partial year budget was adopted through a motion, after discussion of attorney fee expenditures and preliminary fiscal year year-end estimates for fund reserves, in order to resolve potential shortcomings in expenditure lines with the close of the fiscal year. A motion was made by Mary Neal, seconded by Jacquie Gerould, and approved unanimously, to accept the June 30, 2014 Budget Amendment Memo as presented with a grand total increase in expenditures of \$ 27,500 and corresponding revenue increases. This included increase sub-totals of \$ 7,500 for operations and \$ 20,000 for the Construction expenses. A roll call vote occurred as follows:  
Edie Betzing-Yes; Jacquie Gerould-Yes; Mary Neal-Yes; Terry Blood-Yes; Phil Noreen-Yes.
- Mary Neal provided an update with piggybank collections. She indicated that she is following up with establishing additional internal controls for these donations in support of the New Building Project.
- The Board requested that Barb Westerburg, City Treasurer, be invited to the July 2014 Board Meeting to provide narrative for better understanding revenue/expenditure reports and balance sheets. Mary Neal offered to invite her.

## **6. Committee Reports**

### **New Facility Committee Report**

It was noted that informational tri-folds regarding Library proposals for the August 5, 2014 were available at the Library. David Bisbee offered to provide postage, envelopes and possibly printing costs, if the Library mailed this factual material regarding library news/services to Library patrons. Library Board members and citizens in attendance offered to volunteer to prepare the mailings. It was noted as a possibility that Vic's Supermarket and other businesses may be able to provide customers with the informational tri-fold as well.

## **7. Director's Report**

Heather reported approximately 120 individuals in attendance for the Summer Reading Program Kickoff, which occurred on June 21, 2014. It was noted that doing the Kickoff event on a Saturday morning versus a Friday evening appears to promote better attendance.

## **8. Old Business**

A motion was made by Edie Betzing, seconded by Mary Neal, and approved unanimously, to send letters to the Richmond Township and City of Reed City Downtown Development Authorities requesting they opt out of a potential debt service millage. Heather Symon presented a draft letter for Board review regarding the same. It was noted by Heather that Pinora Township's last official service date is today, June 30, 2014.

## **9. New Business**

Terry Blood made a motion, seconded by Jacquie Gerould, and approved unanimously, to accept policy RCADL Policy Manual changes as presented, reflecting closing the weekend prior to Memorial Day. A booksale at 829 S. Chestnut will be held during the CityWide Yard Sales. Jacquie Gerould volunteered to staff the sale July 18, 2014 and Edie Betzing volunteered for July 19, 2014; both days 10-2 pm. The sale will be by donation. David Bisbee reported that he submitted a construction grant application to the Chemical Bank Foundation on behalf of the Library requesting an amount of \$ 40,100 which would cover asbestos abatement and/or interior demolition. He also submitted a Michigan Competitive Grant Assistance Program grant application for Library construction with the City of Reed City as the applicant in an amount of \$ 475,000. Heather Symon reported that she is sending copies of approved minutes to Clerks for each participating municipality in the District Library. It was noted that Jacquie Gerould regularly attends Lincoln Township meetings, Edie Betzing regularly attends Richmond Township meetings and Phil Noreen offered to at least periodically attend meetings for the City of Reed City.

## **10. Adjournment**

A motion was made to adjourn the meeting at 7:32 pm by Edie Betzing, seconded by Terry Blood, and passed unanimously.

The next meeting of the RCADL will be held on July 28, 2014 at 6 p.m. in the RCADL community room.

Respectfully submitted,

Heather Symon, Appointed staff minutes recorder  
Reed City Area District Library