

Reed City Area District Library Board Meeting

December 16, 2019; 5:30 p.m.

RCADL Community Room

829 S Chestnut St. Reed City, MI 49677

Present:

Lyndsey Eccles, President, Reed City

Terry Blood, Vice President, Richmond Township

Bette Newell, Secretary, Lincoln Township

Melissa Tonn, Trustee, Lincoln Township

Cecile Slywka, Trustee, Richmond Township

Tom Burnosky, Director

Absent:

Kylene Nix, Treasurer, Reed City

Jenny Garska, Hersey Township Liaison

Dick Hurst, Green Township Liaison

Cedar Township Liaison (open)

1. Call to order and attendance

The meeting was called to order at 5:34 p.m. by Lyndsey Eccles. A quorum was present. Attendance was noted by Bette Newell.

2. Approval of Agenda

A motion was made by Melissa Tonn and seconded by Terry Blood to approve the agenda as Modified. It passed.

3. Approval of Consent Agenda

A motion was made by Terry Blood and seconded by Cecile Slywka to approve the November bills and financial statements. It passed. There is a correction in the minutes that will be brought up for approval at the January meeting.

4. Citizen's Requests/ Public Comment

None

5. Strategic Plan Update

Melissa reported that the 2020 plan is updated with the six month goals . The 2018-2019 plan is complete with the comments for the third quarter, and the community contact sheet is updated.

6. Standing Committee Reports

- A. Budget and Finance-did not meet. To meet in January, date to be determined.
- B. HR – did not meet
- C. Strategic Planning – did not meet
- D. Building Improvement-Need to meet in January, date to be determined.

7. Director's Report

See Attached. Tom estimated the attendance as the People Counter was down for Much of the month.

Smithsonian Status- See Attached. Tom says he has 25 volunteers signed up so far. And the Old Rugged Cross Museum will be open contrary to previous knowledge.

8. Ongoing Business

Bette Presented a Financial Record form to be filled out every month It is retroactive to NOVEMBER.

The points are as follows:

- 1. Middle of Month report to Barb. November- no December – yes
- 2. End of Month report to Barb. November –no. December –yes.
- 3. Middle of Month report of deposits- November- Yes December –yes
- 4. End of Month report of deposits-November –Yes December- NA
- 5. Proof of documentation of monthly financials. Nov-unknown Dec- NA
- 6. Checks ready on time for signing. Nov- unknown Dec –NA
- 7. Board packets received by members by Thursday before meeting. Nov-no Dec- no
- 8. Payroll ready for signing when signers are at the library. Nov- unknown Dec-unknown

9. New Business

Tom reported that we have \$3,100 in available funds from the OCCF. He recommended we purchase 3 new staff computers and 1 for the genealogy station, and also 4 new staff chairs. This comes to a total of \$27.16 not covered by the funds from OCCF.

Tom requested the library consider subscription to Ancestor Library edition for our genealogy station. The cost to the library would be \$411.61 with the Osceola County Genealogy Society donating \$778.39 towards its purchase for a one year subscription.

10. Adjournment

A motion was made by Terry Blood and seconded by Melissa Tonn to adjourn the meeting.

It passed. Meeting was adjourned at 6:02 p.m.

Respectfully submitted,

Bette Newell, Secretary, RCADL Board

Next meeting of the RCADL Board to be held January 27, 2020 at 6 p.m. in the Reed City Area District Library CommunityRoom.