

REED CITY PUBLIC LIBRARY
Minutes of the Board Meeting
Monday April 25, 2011

Members Present:

- Heather Symon – Library Director (ex-officio)
- Jen Thorson – Assistant Library Director
- David Bisbee, Board Member, City Council Representative
- Christine Cox, Board Member, Trustee
- Judy Knuttila – Board Member, Secretary, City Representative
- Kathy Menezes, Board Member, Hersey Township Representative
- Sarah Potts – Board Member, Green Township Representative
- Juanita Ripley – Board Member, President, City Representative
- Robbie Svegel – Board Member, Richard Township Representative
- Nadine White – Board Member, Treasurer, City Representative

Wuanita Kampmueller – Community visitor

1. Call to Order

The meeting was called to order at 6:02 PM by Juanita, the Board President, in the Reed City Public Library Community Room. A quorum was present.

2. Approval of Agenda

The motion made by Nadine seconded by Judy to approve the agenda passed unanimously.

3. Approval of Previous Minutes & other meetings, if applicable

The motion made by Judy, seconded by Nadineto approve all previous minutes except for March 28th, 2011 minutes which need completion yet with corrections. Motion carried.

4. Citizen's Requests/Public Comment

Wuanita Kampmueller, Community Visitor, volunteered to be responsible for updating the outside display cases at the Depot kiosk with the current library information to keep the public aware and informed. She has spoken with Susie Williams, Executive Director of the Chamber of Commerce who approves this and is willing to give her assistance as needed. Schedule of events, flyers will be changed monthly. The Board fully approved and appreciated this offer by Wuanita.

Christine made known that the Secretary of State office cannot display RCPL material, but can hand it out if requested.

5. Report from City Council Representative-David

Discussion about the school sign at the New Facility that has been removed by the school and a need for another temporary sign in the interim to use to continue to keep the public informed of their still needed help to make the library happen. All are in agreement and Sarah to work on this matter and report back to the Board.

Naming rights, depending on donation amounts, was discussed. This included rooms for kids, teens, Adult circulation desk, and study room, computers, the community room, and Lap top and reference area. A committee will work on the specifics and will bring this information to the next Board meeting.

Dave Portous has volunteered to aid us in our endeavors to reach our goal of creating a new Reed City Public Library (RCPL). The Board is happy to have him and his expertize on board.

David Bisbee is willing to volunteer and help with requests for donations. A meeting in two weeks will be held in the office of Dave Porteous and any interested persons are invited to attend.

A presentation to the Osceola County Community Foundation (OCCF) will be done in October for solicitation of needed monetary assistance.

10 million dollars will be added to the tax roll in the city with the expansion of Yoplait.

The Downtown Developmental Association (DDA) has adopted a five year capital improvement project and the library has been included in 2012.

Christine motioned for submission of site plans to be sent to the City Planning Commission for their approval. Seconded by Nadine and approved by all.

6. Report of Finances

a. Approval of Bills (including memos)

Motion made by Nadine, seconded by Christine to pay bills as stated and 2 memos. Motion passed.

This included the water bill and charges for the video created.

Petty cash on hand=\$137.00 minus \$55.00 kept at desk register.

b. Finance Update

Monies are moved according to needs and within the budget.

Total bills were reported as correct and should be paid. Nadine to review account numbers with Heather and budget adjusted next time.

Total bills were \$1,803.25. This included normal bills and two bills for the New Facility.

Costs for the present library=\$1,641.54.

Costs for the New Facility=\$161.71

This included the water bill and charges for the video created.

Petty cash on hand =\$137.00 minus \$55.00 kept at desk register.

7. Committee Reports

a. New Facility Committee Report

Staff, Board members and volunteers will meet at 8:45 AM 5/30 at the Depot to walk in the Memorial Day Parade. A banner will be carried. Handouts include New Library Project materials, bookmarks and candy. Everybody is invited to come and support the RCPL.

Tonight the Board got a preview of the Ferris video created to promote the New Facility and it was well received.

A student Power Point will be held at 1:30 PM on 4/28 for anyone who would like to attend.

A "Thank YOU" to students, professors and voice over volunteer will be sent out Thursday.

b. Personnel Committee Report & Policy Committee Report-

Juanita signed a change of title/pay forms for Jen/Heather S. effective today 4/25/2011. It is a formality required by the City.

c. Insurance allotment

The \$4000 for Heather S's insurance allotment is to be considered income (taxable 25%) and the premiums will automatically be deducted from her personal checking account. Therefore Heather S. will be paid reimbursement for this expense monthly from the library fund, not from the City budget.

d. It was requested that Heather submit her and Jen's evaluations to all Board members as last week's submission was not received by all.

8. Director's Report

An all-day New Director's training seminar will be held September 20, 2011. The cost is \$30.00. Motion made by Nadine, seconded by Judy to approve outside training for Heather and to include payment for her mileage to and from, according to Internal Revenue Service rate. Motion approved by all.

2010 Census information for townships-review of preliminary data-

The Board discussed the latest census figures for townships and Reed City and just what that means to the library.

The RCPL welcomes Mark LaRose-the latest volunteer. He is willing to work Monday and Wednesdays at the library-11-12PM.

Summer Reading Program (SRP) Kickoff is June 24 at 5-7PM at Westerburg Park. Seven weeks of SRP programming is to begin the following Tuesday. Events to include weekly themed programs for two age groups (2-5 year old and 7-12 year old). Events to include incentives for summer reading, Read to the Dogs, and possibly Great Start Playgroups. A teen group is a possibility as well.

County Annex modifications-To begin mid-May and to be completed by June. A projected 25-35% energy savings is foreseen when the project is completed. This includes new windows, lighting and HVAC up-grades. The building is expected to stand for another fifty years. No disruption of the library is expected during this up-grade.

9. Old Business

Overdrive investigation report-Jen is still looking into this matter. The age of E-books, iPods, and Kindles is becoming a premium service that the library needs to get on board with. Interest in this will be investigated and discussion of appropriate charges for this service was discussed as well.

10. New Business

Nadine updated the Board on the Evert Library's recent basket auction, its success and monies raised. Possibilities for a future similar event for RCPL was suggested, and well received by all.

11. Memorial Day Book Sale

The sale will be held Wednesday May 25, Thursday 26, and Friday 27 during open library hours.

12.Future Advertising

Future advertising of library fund raising events needs to be out early for successful turnouts. Advertising via radio and newspapers and signs was mentioned. Ongoing discussion and implementation is continuing.

13.Adjournment

Motion was made by Nadine, seconded by Judy to adjourn the meeting passed unanimously and the meeting was adjourned at 7:45PM.

The next Board meeting will be held on Monday, May 23, 2011 at 6:00PM in the Reed City Public Library Community Room.

Respectfully submitted,

Judy Knuttila

Reed City Public Library Board, Secretary

Revised and Final Version approved Monday, May 23, 2011