

REED CITY PUBLIC LIBRARY
Minutes of the Board Meeting
Monday, December 13, 2010

Members Present:	<u>X</u>	Christine Cox
	<u>X</u>	Juanita Ripley
	<u>X</u>	Rich Saladin
	<u>X</u>	Nadine White
	—	Karen Zais
City Council Representative:	<u>X</u>	David Bisbee
Township Representatives:	<u>X</u>	Barb Schneider, Cedar Township
	<u>X</u>	Sarah Potts, Green Township
	<u>X</u>	Kathy Menezes, Hersey Township
	—	Sandy Gingrich, Lincoln Township
	<u>X</u>	Jane Keebler, Pinora Township
	<u>X</u>	Robbie Svegel, Richmond Township
	—	None assigned, Village of Hersey
Library Director (ex-officio):	<u>X</u>	Heather Symon
Assistant Library Director	<u>X</u>	Jen Thorson

1. Call to Order

The meeting was called to order at 5:30 p.m. by Christine Cox, the Secretary, in the Reed City Public Library Community Room. A quorum was present.

2. Approval of Agenda

The motion made by David, seconded by Rich, to approve the agenda, passed unanimously.

3. Approval of Minutes

The motion made by Rich, seconded by Nadine, to approve the Monday, November 29, 2010 minutes as read, passed unanimously.

4. Citizen's Requests/ Public Comment

Judy Knuttila, future Library Board Member and City Manager, Ron Marek were introduced. All attendees introduced themselves.

5. Report from City Council Representative

The Reed City Council meeting held on December 6, 2010 approved Juanita Ripley as one of the new Library Board members. Jodi Gabert and Judy Knuttila will be approved by the council on December 20, 2010.

City Council member David Bisbee reported that a new era of cooperation between Reed City and Richmond Township has begun. The first result of this joint effort was an agreement to allow multiple water hookups for the new Family Farm and Home Store next to the McDonald's. The City and Township have also formed the Reed City-Richmond Economic Development Committee to market the larger Reed City community to potential new employers.

David also reported that the City of Ewart and the two surrounding townships have had both a district library and district fire department for a number of years. From all reports, it appears to be working.

6. Report of Finances

Approval of Bills

The motion made by Rich, seconded by Nadine, to approve the bills as presented passed unanimously.

Finance Update

It was reported that the City will be charging a monthly minimum of \$7.40 for water and sewer for the new facility. We should be receiving the Hospitalization premium refund in December. There were discrepancies in the Education and Training and Books line items, corrections will be made by the Memo dated December 13, 2010 include transferring grant money received in last year's budget from cash account to this year's budget when the money was spent. Additionally, the memo moved some budgeted funds within the construction budget to cover unexpected expenses. David moved to approve the Memo line item corrections, seconded by Rich, motion passed unanimously.

7. Committee Reports

New Facility Committee Report

Christine attended the December Downtown Development Authority (DDA) meeting and reported that the DDA chairman discussed having been approached by a Library representative regarding financial support but feels that the DDA is not in a position to commit to any new projects as the life of the DDA would need to be extended beyond their current 2017 dissolution date before any assistance commitments can be considered by the DDA.

Reed City Manager, Ron Marek will attend the next new facility meeting so that all new members of the Board will be present for him to meet.

It was discussed that the USDA loan has criteria that could be hard for the Library to meet and that a local loan may be more advantageous for the Library. David would check with LOSB on rates.

The next New Facility Meeting will be held on January 10, 2011 here in the Community Room.

Personnel and Policy Committee Report

Personnel Committee – Nothing to report.

Fund Raising Committee - The Fund Raising Committee reported that the most recent fund raiser held at Bennigan's netted \$100. The Board discussed how to do a better job overall in getting the word out early to promote our projects more effectively. This was a great start for many more fund raisers to come. The next scheduled events are the Walk-A-Thon to be held in the High School from 6 p.m. to 8 p.m. on January 20, 2011, and the Nestle Inn event being held on Saturday, February 19, 2011 from 8 – 1 p.m., Library portion \$2.00 per buffet, plus tips. For more information concerning these projects please contact Juanita Ripley for details. The most recent Crop Walk for the area raised \$15,000.

8. Director's Report

The director submitted her report for all members to review. This time of year is a slow time for the Library and it was suggested that the hours be adjusted to accommodate the slowdown of patrons. The director will look into additional evening hours which may better suit the community. The board discussed ways to boost revenues. The ideas that were discussed were: making the library a place where people with e-readers could download books and additional book sales at different times of the year.

The motion was made by Rich, seconded by Barb, to hire Julie Grove to be on-call staff for RCPL passed unanimously.

There was discussion about Richmond and Cedar Townships as well as the other townships and their usage of the Library facilities and how to count patrons.

It was agreed to discuss long-term funding options for RCPL and individual township considerations at a committee level. Barb Schneider, Sarah Potts, Heather Symon, and Jen Thorson agreed to be on that planning committee. A chairperson will be appointed by the committee members.

9. Old Business

An update was given on a delinquent patron account. The director spoke with a relevant contact and payment of \$299 was expected to be received in the near future.

10. New Business

Rich Saladin submitted his resignation effective when accepted by the board. The motion made by David, seconded by Barb, to accept, with great reluctance, Rich's resignation passed unanimously.

Via e-mail, the motion made by Christine, seconded by Nadine, to accept the resignation of Karen Zais passed unanimously.

In light of the fact that Marilyn Hummel left quickly from the area it was discussed that giving her some sort of recognition would be a way of thanking her for her service to the RCPL board. This was tabled and will be addressed at the January 2011 meeting.

11. Adjournment

The motion made by Robbie, seconded by Jen, to adjourn the meeting passed unanimously and the meeting was adjourned at 6:35p.m. The next Board meeting will be held on Monday, January 31, 2011 at 6:30pm in the Reed City Public Library Community Room.

Respectfully submitted,

Nadine A. White
Reed City Public Library Board

To be Approved Monday, January 31, 2011