

REED CITY PUBLIC LIBRARY
Minutes of the Board Meeting
Monday, May 20, 2013

Members Present:	<u> X </u>	Christine Cox, President
	<u> </u>	Open, Secretary
	<u> X </u>	Phil Noreen, Vice President
	<u> X </u>	Deb Adsmond, Trustee
	<u> </u>	Nadine White, Treasurer
City Council Representative:	<u> X </u>	David Bisbee
Township Representatives:	<u> X </u>	Barb Schneider, Cedar Township
	<u> </u>	Char Oden, Green Charter Township
	<u> X </u>	Kim Venema, Hersey Township
	<u> X </u>	Jacqui Gerould, Lincoln Township
	<u> </u>	Kay Lux, Pinora Township
	<u> </u>	Open, Richmond Township
Library Director (ex-officio):	<u> X </u>	Heather Symon
Assistant Library Director	<u> </u>	Jen Thorson
	<u> X </u>	Trevor Guiles & Tim Brotherton, Visitors

1. Call to Order

The meeting was called to order at 6:13 p.m. by Christine Cox, the president, in the Reed City Public Library. A quorum was present.

2. Approval of Agenda

The motion made by Phil Noreen, seconded by Deb Adsmond, to approve the agenda, passed unanimously.

3. Approval of Minutes

The motion made by Phil Noreen, seconded by Deb Adsmond, to approve the April 8, 2013 Special Meeting and April 29, 2013, regular meeting minutes as presented, passed unanimously.

4. Citizen's Requests/ Public Comment

Heather Symon reported a request by a juvenile library patron that the Library Board members consider personal donations to assist with transportation costs associated with her mother's cancer treatments. All interested persons may direct the funds to Heather Symon, who will then forward the donations to the family.

5. Report from City Council Representative

David Bisbee reported that the City is actively exploring options for reducing healthcare costs for City employees. He also reported that the extension of the Downtown Development Authority is still under evaluation.

6. Report of Finances

Approval of Bills

- a. The motion made by Deb Adsmond, seconded by Phil Noreen, to approve the bills as presented, passed unanimously. The grand total of bills approved was \$ 2,044.83.
- b. Christine Cox reported a balance for the Huntington account facilitating online donations of \$ 344.46, which included one recent donation and we did not receive a minimum balance fee for the period 4/1/13-4/30/13.

7. Committee Reports

New Facility Committee Report

Christine Cox requested that a committee meeting be scheduled to discuss considerations associate with a possible future millage and or/district library as related to the New Building Project. A meeting was scheduled for June 17, 2013 at 3:00 pm at the Library. Committee volunteers include Christine Cox, David Bisbee, Deb Adsmond, Barb Schneider and Heather Symon.

Personnel and Policy Committee Report

Heather Symon presented revised community room use policy based on committee recommendations. The committee evaluated library listserv responses, including informal input from several attorneys, as well as other library policies, before agreeing on proposed revisions. A motion was made by Deb Adsmond, seconded by Phil Noreen, and approved unanimously, to adopt the revised policy pending City Attorney review of wording, as well as general advisement regarding the vacation bible school use request, which prompted the reevaluation of the policy. A motion was made by Phil Noreen, seconded by Deb Adsmond, and

was approved unanimously, to revise library policy to reflect being open Saturdays January through May and revised Monday hours of 12 pm-5 pm effective July 1, 2013.

8. Director's Report

The Library discussed a possible closing of the Chase Library due to Chase Township budgetary considerations and the related item of a possible millage for that Library. Heather Symon will contact a Chase Township representative for a more official update. It was noted that Green Charter Township has not yet responded with an affirmative or negative response regarding the Library's recent request for a revised service contract. It was noted that the Library's proposal of a two-year cap of \$ 2,000 to continue services for Hersey Township/Village residents, as related to an annual differential billing to meet contractual requirements, was discussed at the May 14, 2013, Hersey Township meeting. The Hersey Township Board tabled the item for a vote at the June 18, 2013 Hersey Township Meeting. The Library Board agreed to post notice of the meeting for Hersey Township/Village residents interested in the matter of continued Library services as it had for the May meeting. It was agreed that Heather would again notify the Hersey Township supervisor of the posting for the sake of facilitating open communications. Heather will attend the June 11, 2013 Lincoln Township meeting to present Library news as well as discuss documentation the Township previously submitted to discontinue Library services, which would be effective July 1, 2014, unless a contract could be renegotiated. Heather reported that she did not anticipate any major concerns associated with the approaching close of the 2012/2013 Fiscal Year, but that several line item adjustments and/or budget amendments would likely be needed. Heather discussed 2013 Summer Reading Program components and events.

9. Old Business

Phil Noreen indicated attending the May 2013 Downtown Development Authority meeting as well as his intention to attend the June meeting, at which he would like to provide updated printed material featuring the New Library Project.

10. New Business

None reported.

11. Adjournment

The motion made by Phil Noreen, seconded by Deb Adsmond, to adjourn at 7:53 p.m., passed unanimously.

Respectfully submitted,

Heather Symon
Reed City Public Library, Director
Staff appointed Reed City Public Library Board, Recorder