

REED CITY PUBLIC LIBRARY
Minutes of the Board Meeting
Monday May 21, 2012

Members Present:

- Heather Symon – Library Director (ex-officio)
- Jen Thorson – Assistant Library Director
- David Bisbee- Board Member, City Council Representative
- Christine Cox- Board Member, Vice President, City Representative
- Judy Knuttila – Board Member, Secretary, City Representative
- Kim Vanema- Board Member, Hersey Township Representative
- Phil Noreen - Board Member, City Representative
- Sarah Potts – Board Member, Green Township Representative
- Juanita Ripley – Board Member, President, City Representative
- Barb Schneider – Cedar Township Representative, Board Member
- Jacquie Gerould - Richmond Township Visitor
- Nadine White – Board Member, Treasurer, City Representative
- Wanita Kampmueller – Lincoln Township Visitor
- Jerry Minier - City Visitor
- Jane Keebler - Pinora Township Representative, Board Member
- Open, Richmond Township Representative

1. Call to Order

The meeting was called to order at 7:32 p.m. by Juanita, the Board President, in the Reed City Public Library Community Room. A quorum was present.

2. Approval of Agenda

Motion made by Christine, seconded by Phil to approve the agenda. Motion was approved by all.

3. Approval of Previous Minutes & other meetings, if applicable (3/12 & 4/12). Motion was made by Christine and seconded by Phil to accept and approve the minutes of the March 26, 2012 and April 30, 2012 with corrections. Motion so made was approved by all members.

4. Citizen's requests/Public Comment

A request by a young library patron for the Library to host a collection bank for Hailey Elton, a Reed City youth who recently lost her leg to cancer, was denied because the Library doesn't allow solicitation for causes other than the Library. However a suggestion was made to take up a collection from Library Board members to be sent to Hailey in the Library patron's name.

Signs will be posted in the Library to alert Library patrons that the Library is not responsible for any damages incurred to their personal devices when using Library equipment. Usage is at your own risk.

5. Report from City Council Representative – David

The Library renovation project made the Capital Improvement Budget at City Council and has been approved. It's in the plans for 2012/2013. When monies are made available, the Library will benefit. Hopefully with the future Downtown Development Authority (DDA) budget, funds will be more readily available in the future. The current city road improvement project has been on the docket for four years and will take place this summer. Avoidance of eliminating any city police officers was averted by the city borrowing from the Reserve Fund.

6. Finance Report

Nadine reviewed the bills and all seemed in order. Total monthly expenses for the Library were \$2,891.26. This includes a \$558.00 bill for BTOP computers which wasn't planned into this year's budget, so it will be necessary to move line by line items to accommodate this. New Facility monthly expenses were not available at this date because the Library Board is meeting one week earlier because of the Memorial Day holiday. One receipt was resubmitted by Heather because of an incomplete amount submitted last month. A \$3.15 receipt was submitted last month instead of \$8.00, so the balance of that postage bill amount is being requested. Motion made by Christine, seconded by Phil to pay the bills as presented with a memo with line adjustments as indicated. All members were in favor of motion.

Motion made by Christine, seconded by Phil to make the necessary changes for the 2011 and 2012 budget and move \$4,000.00 from line item Hospitalization into Wages/Salaries to repay Heather for obtaining her own health insurance. Therefore, line item for Social Security will need adjustment. The line item for New Wages will be \$63,801.00 and Social Security will be \$4,880.00 for next year, 2013. The line item for Hospitalization will be zero dollars. The fiscal year will be ending soon for 2012.

7. Committee Reports

A. New Facility Committee Report-None

B. Personnel Committee Report & Policy-Sarah

The new Personnel Policy has been completed by Sarah and will be reviewed by the Library Board. Any changes, suggestions, or revisions can be sent by email to Sarah or Heather so that it can be ready for approval at the next Board meeting on June 25, 2012.

Thank you to Sarah for undertaking this huge endeavor and for the great job she did.

8. Director's Report-Heather

- A. Two grants have been received. One was for "Kindles for Classics", a stepping stone to E-books and the other was for large print/audio adaptive formats. Also a \$2000.00 Dollar General summer reading program grant has been received.
- B. Library staff is very busy planning for the Summer Reading Program (SRP) - (the busiest time of year). Summer Reading Program Kickoff Event is scheduled for Saturday, June 23, 2012; 11am to 1:00pm at Westenburg Park. Whispering Pines Mobile Zoo will be sponsoring a petting zoo.
- C. Heather spoke with Jim Crees who will assign Library stories for more streamlined newspaper coverage. Future articles will include the latest Library endeavor; "Books for Soldiers" and an article about a little girl who requested that money donations be given to the Library instead of her receiving gifts on her Birthday.
- D. Reminder by Heather of the next book sale on Wednesday May 23- Saturday 27, 2012 during open hours at the Reed City Public Library.
- E. "Books for Soldiers" display was presented today at the Library and the program is ready to go.
- F. Heather reported staff evaluations have been completed and that wage adjustments have been factored into the 2012/2013 budget
- G. Request for Proposal (RFP) will be completed by the Library Director to area banks to establish a separate bank account for an online donation option for the public. The best option will be presented to the Library Board at a future meeting.
- H. Heather reported circulation was up slightly and that income remained the same.

9. Old Business

Juanita reported about her tour of the Morton Township New Facility Library, which had similar issues getting established as we do. She had many innovative ideas and positive remarks about how they overcame obstacles and persevered.

10. New Business

The Reed City Library Board is sorry to be losing one of its faithful and dedicated members due to relocation issues. The Board sincerely Thanks Sarah Potts and wishes her and her family much success in their future endeavors.

11. Adjournment

The meeting was adjourned at 8:52 pm by a motion made by Judy, and seconded by Phil. The motion was approved by all members.

The next Board Meeting will be held on Monday June 25, 2012 at 6:30 PM in the Reed City Public Library Community Room. The New Facility meeting will be held at 6:00 PM prior to that meeting.

Respectfully submitted,

Judy Knuttila
Reed City Public Library Board, Secretary

Final Draft

Minutes approved at the Reed City Public Library Board Meeting on June 25, 2012.