

REED CITY AREA DISTRICT LIBRARY ORGANIZATIONAL BOARD MEETING  
April 1, 2014 6 p.m.

Present: Christine Cox, Presiding Officer, Reed City  
Phil Noreen, Reed City  
Bette Newell, Lincoln Township  
Terry Blood, Richmond Township  
Jacquie Gerould, Lincoln Township  
Heather Symon, Library Director  
David Bisbee, City Council Representative

**1. Call To Order/Election of President/Presiding officer**

The meeting was called to order at 6:05 by Christine Cox, in the Reed City Area District Library Community Room. A quorum was present. A motion was made by Phil Noreen and seconded by Jacquie Gerould to elect Christine Cox as President and presiding officer of the Reed City Area District Library Board. It was passed unanimously.

**2. Approval of Agenda**

The motion was made by Terry Blood, seconded by Phil Noreen to approve the agenda as corrected and passed unanimously.

**3. Approval of Minutes**

There were no previous minutes to report for this organizational meeting.

**4. Citizen's Requests/Public Comments**

There were no members of the public comment present and no public comment.

**5. Finance Report**

There was no finance report for this organizational meeting.

**6. Committee Reports**

There were no committee reports for this organizational meeting.

**7. Director's Report**

There was no director's report for this organizational meeting.

**8. Old Business**

There was no old business to report for this organizational meeting.

**9. New Business**

- a. A motion was made by Phil Noreen and seconded by Terry Blood to adopt the Board Bylaws and schedule of meetings for the Reed City Area District Library as presented pursuant to the Michigan Open Meetings Act . It passed unanimously.

b. A motion was made by Phil Noreen and seconded by Jacquie Gerould to elect Phil Noreen as Vice President, Mary Neal as Treasurer, and Bette Newell as Secretary. It was passed unanimously.

c. The following committees were appointed by Christine Cox, President

**Finance**

Mary Neal  
Phil Noreen  
Christine Cox

**Personnel and Policy**

Edie Betzing  
Jacquie Gerould  
Phil Noreen  
Bette Newell

**Executive**

Christine Cox  
Bette Newell  
Terry Blood

**Director Evaluation**

Jackie Gerould  
Terry Blood  
Mary Neal

**New Facility**

Christine Cox  
Phil Noreen  
Jacquie Gerould  
Deb Asmond (citizen at large)  
Mary Neal  
Bette Newell  
Terry Blood  
Edie Betzing  
David Bisbee

Heather Symon is to be advisor to all committees.

d. A motion was made by Terry Blood and seconded by Bette Newell to approve the adoption of the Personnel and Policy Manuals as presented (noting inclusion of Credit Card, Investment and Freedom of Information Act policies). Also added to personnel policies were dress code, social security number policy, firearm policy and internet policy. It was noted that Heather has the authority to discipline and dismiss employees. It was passed unanimously.

- e. A motion was made by Phil Noreen and seconded by Terry Blood to hire the current employees of the Reed City Public Library. They are as follows:  
Heather Symon, Library Director  
Jen Thorsen, Assistant Library Director  
Julie Grove, Library Clerk  
Amy Shank, Library Clerk  
They are to be hired at the currently paid rate and with the same benefits/vacation as they received as public library employees.  
Mark LaRose will no longer be an On Call employee.  
It was passed unanimously.
  
- f. A motion was made by Jackie Gerould and seconded by Bette Newell to give the director authority to hire, fire, promote, demote, supervise and discipline the rest of the library staff as presented in the Personnel and Policy manuals. It was passed unanimously.
  
- g. A motion was made by Phil Noreen and seconded by Jacquie Gerould to authorize the president and secretary of the Reed City Area District Library Board to approve and execute 1) Library Management Contract (Exhibit B to District Library Agreement) 2) Property Transfer Agreement (Exhibit C to District Library Agreement) 3) Bill of Sale (Schedule 1 to Exhibit C of District Library Agreement) 4) Assignment of Lease (Schedule 2 to Exhibit C of District Library Agreement) 5) Assignment of Library Contracts (Exhibit D to District Library Agreement) and all other documents as needed to effectuate the District Library Agreement. It passed unanimously.
  
- h. A motion was made by Terry Blood and seconded by Phil Noreen to execute accounts and signatories as presented at Huntington Bank. It was passed unanimously. Christine Cox and Mary Neal are the signatories for the Library Board as President and Treasurer.
  
- i. A motion was made by Phil Noreen and seconded by Terry Blood to continue payroll services through the city of Reed City as noted in District Library agreement. It was passed unanimously.
  
- j. A motion was made by Jacquie Gerould and seconded by Bette Newell to accept the City's offer to provide workman's compensation during the transition time. It was passed unanimously.
  
- k. It was suggested that the District Library Board consider providing retirement to the Library Director. David Bisbee suggested we provide a retirement program for library employees through a company like Vanguard which would provide the opportunity for employees to save with options for employer match. He will look into further information to advise the Finance Committee. David Bisbee also reported that the Library did not get the Competitive Grant Assistance Program funding.

1. (1a) A motion was made by Terry Blood and seconded by Phil Noreen to authorize the President to sign the letter of engagement from Attorney Richard W. Butler Jr. of Bloom, Sluggett and Morgan to retain his services as we proceed through operating millage ballot wording and other related issues. It was passed unanimously.
1. (2a) A motion was made by Terry Blood and seconded by Jacquie Gerould to accept United States Department of Agriculture (USDA) funds as arranged by the previous board. It was passed unanimously.
1. (2b) A motion was made by Terri Blood and seconded by Phil Noreen to retain Attorney Susan Wyngaarden of Varnum Attorneys at Law for Bond Counsel services for the Reed City Area District Library and other related issues as expressed in the April 1, 2014 correspondence with Susan. It was passed unanimously.

A SPECIAL MEETING OF THE LIBRARY BOARD WILL BE HELD ON 4/10/2014 AT 6:00 P.M. TO MEET WITH SUSAN WYNGAARDEN.

AGENDA should include:

- 1) timeline for millage wording preparation
  - 2) important considerations for board understanding of this project
  - 3) sample or rough draft of millage wording
  - 4) any possible action the Board needs to take
- m. A motion was made by Jacquie Gerould and seconded by Phil Noreen to accept the new Reed City Area District Library logo. It was passed unanimously.
  - n. A motion was made by Bette Newell and seconded by Terry Blood to officially hire Municipal Underwriter's of Michigan for provision of property/liability insurance per requirement of lease, and as arranged and previously approved by the Reed City Public Library Board, for 410 West Upton, Reed City (present library facility). It was passed unanimously.
  - o. A motion was made by Phil Noreen and seconded by Terry Blood to approve the resolution, and corresponding appendix; noting budgeted amounts per line items; a partial budget for April 1-June 30<sup>th</sup> 2014 for \$34,260. It was passed unanimously.
  - p. A motion was made by Terry Blood and seconded by Phil Noreen to pay the insurance bill for April 1-July 31, 2014 for \$718 billed by Municipal Underwriter's of Michigan. It was passed unanimously.

## **5. Adjournment**

A motion was made by Jacquie Gerould and seconded by Phil Noreen to adjourn the the meeting and passed unanimously. The meeting was adjourned at 7:58 p.m.  
THE NEXT BOARD MEETING WILL BE A SPECIAL MEETING HELD ON

APRIL 10, 2014 AT 6 PM IN THE REED CITY AREA DISTRICT LIBRARY  
COMMUNITY ROOM.

The next regular meeting of the Board will be on Monday, April 28 at 6 p.m. in the Reed  
City Area District Library Community Room.

Respectfully submitted,

Bette Newell  
Reed City Area District Library, Secretary