

REED CITY PUBLIC LIBRARY
Minutes of the Board Meeting
Monday January 30, 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
- Kathy Menezes, 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
- Nadine White – Board Member, Treasurer, City Representative
- Wanita Kampmueller – Lincoln Township VISITOR
- Jane Keebler - Pinora Township Representative, Board Member
- Open, Richmond Township Representative

1. Call to Order

The meeting was called to order at 6:05p.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 Nadine, seconded by Judy to approve the agenda. Motion was approved by all.

3. Approval of Previous Minutes & other meetings, if applicable (12/11/11)

Motion was made by Juanita and seconded by Nadine to approve the minutes of the December 12, 2011 meeting, with corrections. Approved by all.

4. Citizen's requests/Public Comment

Edith Betzing was to be present at this meeting to share financial concerns on behalf of Richmond Township. However she was not in attendance. Heather will be attending the next Richmond Township meeting in February to address penal fines.

5. Report from City Council Representative – David

David was not available.

6. Finance Report-Nadine

7. Nadine reviewed the bills and all seemed in order. Total monthly for the Library=\$3,667.41. New Facility=\$40.37 for a grand total of \$3,707.78. The library bill was higher due to the annual software license renewal which equaled \$1800.00.

8. Committee Reports

- a. New Facility Committee Report

A follow-up report was presented by Wanda Kampmueller. She addressed the feasibility of having a donation recognition book spine/book shelf in the library. Members of the community have volunteered their time and effort for this project, free of charge as their gift to the library. Gil Heilman will be working on the wood prep and Lonnie Graham will do the engraving. The size of the book spine depends on the amount of the donation. There will be three different sizes used. All Board members agreed to go ahead with this project and that it can be instituted now. An article about this latest fundraiser by the library will be placed in the local newspapers.

- b. Personnel Committee Report & Policy-Sarah

Motion made by Judy, seconded by Phil to approve the personnel policy revisions related to mandatory certificates for state funding, including PTO for part time employees and PTO for the Assistant Director. The language change was necessary to avoid discrimination. Older employees will be grandfathered in. The new changes will not affect the library budget.

- c. Rod McKenzie has heard of our New Facility project, and has volunteered his services to the library for free. He is willing to help out in whatever manner he can.

9. Director's Report-Heather

- a. Reminder that the Library will host the Whispering Pines Mobile Zoo on Saturday February 4th at the Depot. The event will be at 11am to 12pm. It is free and open to all. The event will be covered by local newspapers.
- b. A one-time, federal BTOP grant to cover the purchase of eight new computers and a new printer/fax/copier machine, has been made available to the Library, through MSU. This involves a small library match. This provides approximately \$6-7000 in equipment, with a cost to the library of \$750. The provisions are that the library has to have Micro Soft 2010, and certain other software, plus Deep Freeze, on the patron computers.
- c. Heather reported that circulation was up from last year. Book fines were down. The library offers ten different programs for the public

and is reviewing the need to eliminate programs depending on attendance.

- d. Ron Marek, City Manager, requested from Heather a Capital Improvement Program related to the New Facility Library project. Heather presented it to the Board and will make any necessary changes and or corrections prior to submission at the next City Planning Commission meeting February 6th.
- e. The Library is still awaiting the extension date of the Downtown Development Authority (DDA).
- f. Heather will be talking to Sue, from the County, on Thursday to get specific answers to important Library questions. When is the deadline/timeline for the Library to be out of the present building when the lease expires on June 31st, 2012? Will an extension be available and for how long? When will rent be charged and how much will it be? Answers to these questions are critical for the library to have a contingency /backup plan.
- g. March is Reading month. Plans are to have a small book sale at the present library and a larger book sale in May at the New Facility. Discussion involved future programs/events needed or desired to be presented by the Library and included an adult literacy program and adult computer classes.

10. Old Business

- a. Judy reported on the collection of piggy bank donations at the various businesses in town. Total raised for the year 2011 was \$1,306.19. The year 2010 raised \$1,069.68.

11. New Business

Motion made by Phil, seconded by Nadine to approve the revised Library meeting schedule for all of 2012, as presented. Motion carried.

12. Adjournment

The meeting was adjourned at 7:35 p.m. by Juanita, RCPL Board President. All members in favor.

The next Board meeting will be held on Monday February 27th, 2012 at 6:30 PM in the Reed City Public Library Community Room. The New Facility meeting will be held at 6:00pm prior to that meeting.

Respectfully submitted,
Judy Knuttila
Reed City Public Library Board, Secretary

Approved with one correction on February 27, 2012