

REED CITY PUBLIC LIBRARY
Minutes of the District Library Exploratory Committee Meeting
Thursday, February 13, 2014; 7 pm

Present: Christine Cox, President, Library Board
Phil Noreen, Vice President, Library Board
Deb Adsmund, Secretary, Library Board
Jacquie Gerould, Lincoln Township Representative, Library Board
Edie Betzing, Richmond Township
Teri Blood, Richmond Township
Bette Newell, Lincoln Township
Heather Symon, Library Director

1. Call to Order

The meeting was called to order at 7:04 pm by Deb Adsmund in the Reed City Public Library Community Room.

2. Approval of Agenda

The motion made by Teri Blood, seconded by Christine Cox, to approve the agenda passed unanimously.

3. Approval of Minutes

No minutes were presented for approval. December 5, 2013 and January 9, 2014 minutes will be presented at the next committee meeting. Introductions were completed for new attendees.

4. Old Business

It was noted that the District Library Agreement had appropriate signatures and was sent to the State Librarian for review on January 28, 2014. Notice of approval or not will be received by February 28, 2014.

5. New Business

New members of the prospective district library were welcomed to the committee and a timeline of items needed coinciding with the formation of the new district library was provided and discussed. It was decided that the first official meeting of the District Library Board would be Tuesday, April 1, 2014 at 6 pm and that the first regular meeting would be Monday, April 28, 2014 at 6 pm. The next District Exploratory Committee Meeting is scheduled for Thursday, March 6, 2014, at 7 pm. The need for Policy/Personnel, Millage, Finance and Bylaws committees was discussed and attendees volunteered for those committees. The committees are as follows:

Policies/Personnel: Edie Betzing, Christine Cox, Heather Symon, Bette Newell, Jacqui Gerould, Phil Noreen

Millage: Deb Adsmund, David Bisbee is to be contacted with a request to serve on this committee.

Finance: Heather Symon, Phil Noreen, Christine Cox

Bylaws: Christine Cox, Teri Blood, Edie Betzing

Attendees also agreed to the following additional tasks as related to the prospective formation of the district library:

Christine Cox: Modify bylaws and the group agreed to forwarding them for attorney review, make policy revisions based on suggestions.

Edie Betzing: Send a copy of a township's credit card policy, review and edit personnel and credit card policy, consider forwarding millage language if it can be obtained.

Deb Adsmund: Consider planning pig roast in late summer for marketing and as a fundraiser.

Heather Symon: Forward Open Meetings Act information to Christine for Bylaw modification reference, contact Mary Neal regarding letters of notice to employees (both transition termination and rehire specifying retaining employees with same wages and benefits), obtain several examples of investment policies (possibilities include City of Reed City and other libraries), forward copy of personnel policy to Edie.

Phil Noreen: Follow up on pursuing volunteer for grant writing, work on investment policy with Heather.

Bette Newell: Work on and review credit card policy.

Jacquie Gerould: Review and recommendations for library policy.

Finance Committee: Will apply for Federal Tax Identification Number and tax exempt status after State Librarian approval of District Library Agreement, complete liability insurance application, and a five year projected budget to be used for USDA Loan/Grant applications.

6. Citizen's Request/Public Comment

None reported.

7. Adjournment

A motion was made by Edie Betzing, seconded by Phil Noreen, and approved unanimously, to adjourn at 8:18 pm.

Respectfully submitted,

Heather Symon
Reed City Public Library, Director