

**REED CITY PUBLIC LIBRARY**  
**Minutes of the Board Meeting**  
**October 29, 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
- Open, Green Township Representative
- Juanita Ripley – Board Member, President, City Representative
- Barb Schneider – Cedar Township Representative, Board Member
- Jacquie Gerould – Board Member, Lincoln Township Representative
- Nadine White – Board Member, Treasurer, City Representative
- Wanita Kampmueller – Lincoln Township Visitor
- Jane Keebler - Pinora Township Representative, Board Member
- Bette Newell, Visitor
- Sonia Peters, Lincoln Township Visitor

**1. Call to Order**

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

**3. Approval of Previous Minutes & Other Meetings, if applicable (9/12)**

Motion made by Nadine, seconded by Phil to approve the Board minutes for 9/24/2012 with corrections as submitted and the motion was approved by all members.

**4. Citizen requests/ Public Comment**

Sonia Peters, a visitor from Lincoln Township was welcomed.

**5. Report from City Council Representative – David**

A. The huge street project started in the spring is nearing completion and has come in under budget at \$130,000 to \$140,000. A major revamp of the sewer plant is presently being done. Work on two of the three big tanks has been completed and work on the third tank is currently in the works. A

milestone was made last month with a reported violation free year, which has never happened before in the history of the waste treatment plant.

**B.** November 16<sup>th</sup> is the last day for current City Manager Ron Marek, who has resigned. The City Council will have to elect an interim City Manager and then a full nationwide search will be instituted to find a new City Manager for Reed City.

**C.** City Council is trying to do more work on the Downtown Development Association (DDA) extension by hiring a law firm to look at bond issues that are still outstanding, but need to be paid off. That is ongoing, but no resolution yet.

**D.** Awaiting Osceola County Community Foundation (OCCF) answer to the grant request made for the Reed City Public Library (RCPL) New Facility.

## **6. Finance Report**

**A.** Nadine reviewed the bills and all seemed in order. October RCPL monthly bill was \$3,727.99. New Facility monthly water bill was \$13.53 for a grand total of \$3,741.53. Heather will report the budget line item changes necessary at the next RCPL Board meeting. Nadine made the motion to approve the bills as submitted. The motion was seconded by Barb and the motion passed unanimously.

**B.** Between board meetings, the RCPL Board did an e-mail vote approving 8/29/12 Wal-Mart receipt for \$250 (\$10-\$25 gift cards for the Summer Reading Program) and authorized reimbursement on the City credit card.

**C.** Heather will discuss end of year status for 2010/2011 Fiscal Year Budget and the current budget at the November RCPL Board meeting.

## **7. Committee Reports**

**A. New Facility Committee Report** - A Winetasting & Silent Auction fundraiser for the RCPL New facility will be held on December 8th from 5-8 pm at the Moose. The Library will be responsible for reimbursing the Moose, who is hosting the event again this year, to pay for the open to the public liquor license and sales tax for their bar sales for the night. This will amount to about \$75.00. The Moose, is also donating a meat/cheese tray. A backup plan was discussed to avoid running out of wine. There will be a bake sale and larger crafted items for the silent auction. Donated items need to be received by December 1<sup>st</sup> and will be on display prior to the event. In addition to Bette Newell's offer of a stay at her Bed & Breakfast, David Bisbee has offered a stay at his Lake Michigan guest house, within specified months, and with a specified minimum opening bid. Tickets for the event to sell were distributed to RCPL Board members tonight, with an incentive to the highest ticket seller, a reward of a bottle of wine.

A fundraising book sale will be held at the New Facility building on Friday November 23<sup>rd</sup> and Saturday the 24<sup>th</sup>; from 9am to 3:00pm with the funds

benefiting the New Library Project. Nadine volunteered to man the sale on Friday and Judy will do the same on Saturday. Lights and heaters used will need heavy duty 50-100 foot extension cords which will be loaned by anybody that has some. A book sale will be held at the RCPL the same week on Monday November 19<sup>th</sup> through Wednesday November 21<sup>st</sup>, during normal operating hours and the monies raised will go toward Library Operations.

**B. Personal Committee Report & Policy**

There is nothing new to report.

**8. Director's Report-Heather**

**A.** Heather and Jen, the Assistant Director, attended the MelCat training on October 18<sup>th</sup>. The anticipated Go Live date is 1/2013. Some additional costs for static IP address are expected (\$10/mo.). A lot of technical stuff is involved before you can get on MelCat, but it will be a free inter library loan, we won't have shipping charges any more. People at home will be able to look on our catalog and if we don't have something they want, there will be a button with "get this for me" and they just click it and they have a book sent directly to the library and it kind of cuts out the middle man, or it cuts out us, so it cuts the person doing the searching at the link site for items, so the volume of requests is going to go up for us. The MCLS policy is that you can have fifty active items at a time per individual. Plus we are going to expand to allow our audio books to go out, so we'll be able to get those now. The system is a great system and is loved by patrons and there will be a link to it on our web site.

**B.** Grant requests went in to OCCF for the New Building Renovation Demo work and E-books. A request also went to DTE for a gaming system and teen/youth items.

**C.** All penal fine differential billing payments have been received, except Lincoln Township.

**D.** Halloween "trick or treating" at the RCPL will be from 6-8:00pm on October 31<sup>st</sup>. The supply of donated candy for all the ghouls and goblins will be greatly appreciated.

**E.** The Mecosta County Match Day is November 13<sup>th</sup> from 11am to 6:00pm at the Holiday Inn in Big Rapids. Staff can bring in up to ten checks each (we received a \$50.00 donation thus far), Thank you to Barb and Wanita for volunteering to staff for this event.

**F.** Heather reported that circulation was down a little last month and this month. During the past last six months, it had been up during at least four months. Internet use has been about the same. Registration was up. Usual is about thirty and this September it was 79. Revenue this year was \$338 for September, last year it was \$330, and the year before that \$323, so that has

been pretty consistent and is for book fines, and copies. Fax usage is fair, about \$10-\$25 per month, and \$.50 is charged per page. We had eight regular programs last month, with a bigger event with author Benjamin Busch which brought in about fifty people. We had three class visits and a presentation at the General Federation Women's Club (GFWC).

**G.** Movie night usually brings in 10-15 kids. The Hunger Games brought in 20 teens. Instead of having a Christmas craft event day, which had low attendance in the past, we will be having a showing of the Polar Express and have other extras too.

**H.** The RCPL will be represented at the Business Expo on Thursday November 1<sup>st</sup> at the Reed City High School from 5-8:00pm.

### **9. Old Business**

**A.** Juanita's term as President of the RCPL Board ends next month and we will be reappointing officers. Thank you, Juanita for doing a great job.

**B.** Phil checked out the walls at the new building and noted that the outside walls had not been insulated because they have the baseboard heating running right there. They did insulate some of the interior walls with fiberglass insulation. The hollow doors pop off real easily. Items will be sold that can't be used, recycled or resourced. Brad Phelps is willing to check the condition of the sewer lines via cameras at the New Facility from street to building for \$150. Any extra needs will increase the price.

### **10. New Business**

**A.** Sonia Peters discussed the need for more information about the services that the RCPL provides to the community. Sonia would like to be able to submit information in the November Lincoln Township tax letters so the residents can be informed of the actual benefit for them to continue to use and support the RCPL. Needed information includes the actual number of residents that do use the RCPL, the new services coming (MelCat), and how penal fines work and do affect libraries and their productivity. This information will allay people's fears about increased costs with penal fines and give them a better understanding of the RCPL. Sonia was given information and Heather will send her further information too.

**B.** Accounting of computer use by people using the library was discussed and a pencil/paper system will be tried, requiring a person's name, time increments used, township, city and state. This system will enable us to better track computer usage at the library.

### **11. Adjournment**

The meeting was adjourned at 7:10PM with a motion by Judy, and seconded by Nadine. The motion was approved by all members.

The next Board Meeting will be held on Monday November 26, 2012 at 6:00 PM  
in the Reed City Public Library Community Room.

Respectfully submitted,

Judy Knuttila  
Reed City Public Library Board, Secretary

Minutes to be approved Monday, November 26, 2012

