

REED CITY PUBLIC LIBRARY
Minutes of the Board Meeting
Monday, May 23, 2011

Members Present:

- Heather Symon – Library Director (ex-officio)
- Jen Thorson – Assistant Library Director
- David Bisbee, Board Member, City Council Representative
- Christine Cox, Board Member, Trustee
- Judy Knuttila – Board Member, Secretary, City Representative
- Kathy Menezes, Board Member, Hersey Township Representative
- Sarah Potts – Board Member, Green Township Representative
- Juanita Ripley – Board Member, President, City Representative
- Robbie Svegel – Board Member, Richard Township Representative
- Nadine White – Board Member, Treasurer, City Representative

1. Call to Order

The meeting was called to order at 6:12PM 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 Judy to approve the agenda after item #2 under New Facility Committee Report was eliminated by Heather because it had already been discussed at a previous meeting. Motion was approved.

3. Approval of Previous Minutes & other meetings, if applicable

A motion was made by Christine, seconded by Nadine to approve the previous minutes with corrections for March 28th, 2011 minutes and April 25th, 2011 minutes. Motion carried.

4. Citizen's Requests/Public Comment

Community visitor Wuanita Kampmueller shared her recent experience of a visit to the Houghton Lake Library. She met with Director Donna Allward and received a wonderful tour, which included a garden area. This library has mirrored with the school system. Their library involved the library, plus an addition, which is similar to our situation. Donna stressed that if the library is done in two parts, a manager of the building is important to avoid

unforeseen problems. The Houghton Lake Library's location to the school, also similar to us, brought in a higher kid population to the building. Donna has also done a lot of little grants as a means to aid finances. Most importantly, Donna stressed to be welcoming, be genuine and friendly to all you encounter and to not to be afraid to "Step out of the box". Donna would be a great resource person for us.

5. Report from City Council Representative-David

City Council is still awaiting Jodi Gabert's written resignation letter before another member can be selected to the Library Board.

A new city budget was approved at the City Council Meeting tonight.

City Council avoided laying off a police officer tonight by borrowing a little from the Fund Reserve over a six month period. A grant is pending to pay a new officer in January 1, 2012.

The City Council has waived a \$100 site plan fee for the library tonight.

David will work on the site plan for the July Planning Commission meeting. The Downtown Development Authority (DDA): Final approval with extension is an ongoing process. More revenue for the city, the county and the library awaits their decision.

The Library will submit a grant application to the Osceola County Community Foundation (OCCF) in October.

6. Report of Finances-

a. Approval of Bills (including memos) - Nadine

- a. Nadine reviewed the bills and approved them.
- b. Library total regular monthly bills=\$2500.00
- c. New Facility monthly water bill=\$13.32
- d. One bill we were waiting for just came in today. Second bill is \$199.80 for SpecTech Computer. Add that to Professional Services Account.
- e. To transfer funds from line items to cover short falls in other areas.
- f. New Facilities for water coming from Architect and Engineering. Transfer \$81 which should take us to the end of the year.
- g. Transfer from Hospitalization to Professional Services=\$350 and Janitorial Services=\$730 for May and June. May have to transfer funds again next month.
- h. Based on Revenue and Expenditures Report that was received today, we had to move \$1 from Hospitalization to Office

Supplies because Heather had taken out \$1 too much on a previous memo f, 75rom Hospitalization to Unemployment there was a negative balance of \$37.45.

- i. A move from Hospitalization to Transportation and Lodging was made because Jen attended training in Cadillac and had mileage reimbursement.
- j. We had no money budgeted this year for Summer Reading Program (SRP). We were awarded a \$600 grant from Yoplait for SRP. This will be sent by June 30th.
- k. \$50 added from fish bowl donations (SRP).
- l. Another memo-\$29, \$38 and \$1.
- m. Two memos to Barb at City Hall.
- n. Nadine made a motion to accept bills and adjustments as presented. Seconded by Christine and approved by all.

b. Finance Update: See notations included above.

7. Committee Reports

a. New Facility Committee Report

1. Reminder about needed Reed City Public Library (RCPL) Board Members, staff and volunteers to walk in the Memorial Day Parade and to meet Monday, May 30th at 8:45 am at the Depot.
2. Discussion about having a big pig version of our library piggy banks in the parade to collect donations along the parade route is continuing. After, it could be kept at the library for ongoing collection of donations. Christine will check into borrowing a piggy and loan the wagon to carry it for the Memorial, Crossroads and Evergreen Parades.
3. Besides a banner, a sign reminding the public about needed continued support of the New Library Project will be included.
4. Future fundraiser-Linda Profrock has offered her services to do a fundraiser dinner on a Saturday in September. She is willing to do all of the shopping, cooking, coordinating and etc. Linda will approach churches in the area with licensed kitchens and see if they would be available and willing to allow us to use them. The library will only be responsible for payment of ingredients used, marketing and ticket sales.
5. Suggestion made by Christine to add a Free Will Rummage Sale to our carnival and book sale event being held during the

City Wide Garage Sale on July 16th. Unwanted items, excluding clothing, can be dropped off. Items are price tagged by the donor as to its worth (optional, but a good idea on big ticket items). Shoppers would pay what the item is worth to them and agreed to by library “workers”. All the monies received would go to the library construction project. Any leftover items will be donated to INC Spot, Goodwill, or to the Free Store, depending on who is willing to accept them.

6. Regarding closing off the street by the library during the City Wide Garage Sale Saturday July 16th-Mayor Ron Marek is checking with the Sheriff and one other department for their opinion before we are made aware of the final decision. It should be about another week before we know for sure.
7. We are going to be checking with the County about getting permission to use their parking area enabling more space for our events during the City Wide Garage Sale.
8. In order for library “workers” to be more visible during the City Wide Garage Sale, Heather will be checking into obtaining T-shirts that the Library Board Members and volunteers would wear during the event. The RCPL logo would be displayed on the shirts. The library staff already has t-shirts. We hope to solicit a local business for this depending on costs.

b. Personnel Committee Report & Policy Committee Report-

Note from Heather for all board members to check your email for library personnel evaluation reports and also for other messages. Evaluations of some staff members will be delayed until a future time.

8. Director’s Report

- a. Motion made by Christine, seconded by Nadine to approve Heather’s request to close the library at 2PM for Summer Reading Program (SRP) Kickoff set-up on Friday 6/24. Motion carried.
- b. Candy and Julie volunteered, participated, and represented the library at Community Night 5/19 at Norman Elementary.
- c. A request for a \$500 donation from Yoplait/General Mills for Summer Reading Program (SRP) Kickoff performer fees, etc. resulted in a generous \$600 donation. This resulted in an unexpected \$100, which will be used for needed supplies in the SRP program.
- d. Letters were also sent to previous contributors for requests.

- e. Usually seventy-five kids' register for SRP, with an attendance range of about 100-120 kids during the event.
- f. A patron donation of \$1500 over 5Yrs has been received for the new library building. Also, extra monies were donated to the previous Jingle Bell Walk-a-thon.
- g. Owner Jason Specht of SpecTech and computer technician Dillon is willing to do periodic computer consulting at \$40 an hour for the library. They have also presented selling computer parts for the library as a consignment brokerage-(final sale is arranged through the library. They think the library may have \$1,000-\$1500 worth of parts in the basement. It would be another source of revenue for the library. Heather will pursue this revenue option with SpecTech. SpecTech is highly recommending for the library to purchase a Deep Freeze for all computers (cost of \$150) which would be a one-time charge. Motion made by Sarah, seconded by Nadine to go ahead and purchase Deep Freeze for \$150. All in favor and motion passed.
- h. Judy volunteered to take over collection of piggy bank donations from local businesses for Jen, who is unable to continue this service because of other commitments. Jen will be training Judy to the specifics of the task prior to her taking over this position.
- i. Heather reported library circulation, including kids' population, Internet/computer usage and new registrations as being down. One area that is greatly affected is Kids Picture Books, so we want to try some new kids programs and big kid programs to do quarterly to inspire more interest.
Laptop use is up, plus the demand for wireless. The library is managing this demand although it is resulting in some congestion of patrons.
We need to check with Mel-Cap to see where we are on their waiting list. We are still pursuing OverDrive-so patrons can download Kindle, Nook and use other electronic reading devices which are very popular. The library will pursue Mid-MI League's special group discount, offered for a limited time.
- j. The need to keep a record of computer and wireless use by library patrons is essential to the population count of total library patronage. Ways to enable the library to do this was discussed. Also offering incentives for adherence and cooperation in this matter involved perhaps a chance for patrons to win a thumb drive monthly. Sarah volunteered to supply such for the month of June.

9. Old Business

Need to retain Township involvement with RCPL. Ideas and discussion of this matter will take place at a committee meeting on Tuesday, May 24 at 4PM in the RCPL Community Room.

10. New Business: None

11. Adjournment

Motion was made by Christine, seconded by Judy to adjourn the meeting passed unanimously. The meeting was adjourned at 7:30PM.

The next Board meeting will be held on Monday, June 27th, 2011 at 6:00PM in the Reed City Public Library Community Room.

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

Motion made by Nadine, seconded by Judy to approve above minutes with corrections at Board Meeting June 27, 2011. Motion carried.

Final Minutes.