

REED CITY PUBLIC LIBRARY
Minutes of the Board Meeting
Monday, October 25, 2010

Members Present:	<u>X</u>	Christine Cox
	<u> </u>	Marilyn Hummel
	<u>X</u>	Rich Saladin
	<u>X</u>	Nadine White
	<u>X</u>	Karen Zais
City Council Representative:	<u>X</u>	David Bisbee
Township Representatives:	<u>X</u>	Barb Schneider, Cedar Township
	<u>X</u>	Sarah Potts, Green Township
	<u> </u>	Kathy Menezes, Hersey Township
	<u> </u>	Sandy Gingrich, Lincoln Township
	<u>X</u>	Jane Keebler, Pinora Township
	<u> </u>	Robbie Svegel, Richmond Township
	<u> </u>	None assigned, Village of Hersey
Library Director (ex-officio):	<u>X</u>	Heather Symon
Assistant Library Director	<u>X</u>	Jen Thorson

1. Call to Order

The meeting was called to order at 6:01 p.m. by Karen, the Treasurer, in the Reed City Public Library Community Room. A quorum was present.

2. Approval of Agenda

The motion made by Rich, seconded by Barb, to approve the agenda passed unanimously.

3. Approval of Minutes

The motion made by Rich, seconded by Nadine, to approve the Monday, September 27, 2010 regular meeting minutes as read passed unanimously.

4. Citizen's Requests/ Public Comment

None

5. Report from City Council Representative

The representative reported that Brad Phelps called to say the 829 S. Chestnut Street building five hour winterization is complete, the breakers are all off and the building is closed; the Planning Commission needs a final site plan for the second step in the rezoning process and a copy of the architectural survey; and he will work with the City Manager in an effort to ease the minds of donors requesting a written statement reiterating his oral statement that he foresees no reason for a situation to arise where the library will not have full access to its funds and that the building purchase environmental issue should not come up again.

6. Report of Finances

Approval of Bills

The motion made by Christine, seconded by Rich, to approve the September bills with a \$3.57 credit correction passed unanimously.

Finance Update

The motion made by Rich, seconded by Nadine, to approve the **budget amendment** Memo line item transfer ~~of to-make-to~~ line items ~~budget amendments~~ 271-738-818.200 and 271-738-702.000 to 271-738-818.000 and correct an incorrectly posted expense line item from 271-738-930.000 to 271-738-818.000 passed unanimously. A copy of the memo dated October 25, 2010 is with the October 2010 bills.

7. Committee Reports

New Facility Committee Report

The Reed City Library Fund started with the Osceola County Community Foundation currently has a balance of \$2,600. Once the fund reaches \$10,000 it will start to earn interest. After a year of earning interest, the paperwork can be completed for this fund to annually grant 5% of total fund ~~principle earnings balance~~ to the library for operation and construction expenses as necessary with direction of the RCPL Board and its director. The director and Cedar township representative will attend the November Cedar Township meeting to address their concerns and relay the information previously mentioned.

The Open house held on Friday, October 22, 2010 at the New Library site was successful with Approximately 75 people in attendance. Thank you to everyone for their efforts!

The motion made by Christine, seconded by Rich, to approve a New Facility Budget totaling \$86,000, passed unanimously.

The motion made by Christine, seconded by Rich, to approve hiring LCM Surveying & Engineering out of Marion to prepare the architectural survey at a cost not to exceed \$2000 passed unanimously.

It was decided to pursue having a short three to seven minute video prepared about the New Library Project. Christine will get more information on the possibility of a Ferris State University Television Student making the video for the library.

A request by the General Federation of Women's Club (GFWC) for a new library presentation at their Thursday, November 18, 2010 meeting held in the Yoplait conference room at 6:30 pm has been received. Sarah and Christine have agreed to be the presenters.

In addition to the other information we have, the presentations should include how the organizations can help the library by hosting/planning/holding fund raisers to benefit the new library project.

The fund raising coordinator is Juanita Ripley.

Currently people willing to do presentations are: Christine, Sarah, Karen, David and other board members as available.

The Budgeting/Promotion meeting held on October 13, 2010 produced three payment options that the staff can present to townships experiencing financial difficulty paying their penal fine library contract fees. The options include:

- 1) In an effort to help Townships adjust to the new earlier due date this year, bills were mailed in August with a December 3, 2010 due date, we will allow the township to pay by June 1, 2011 this year only without penalty to give them time to adjust their budget to the new due date.
- 2) Start payments January 1, 2011 with balance due June 1, 2011 without penalty. No penalty charges will occur if penal fine bill is paid in full by June 1, 2011 this year only. There will be a monthly one percent (1%) interest charge on the unpaid balance beginning with the July 1, 2011 balance. Beginning next year, the grace month will be December with interest charges accruing monthly on the unpaid balance of the penal fine bill of one percent (1%) beginning with January 2012.
- 3) If a Township needs to defer payments they would have one (1) month grace (June 2011 would be grace month for penal fines due December 3, 2010. Beginning 2011 December will be the grace month.), before the monthly interest of one percent (1%) of the remaining balance would be charged.

The committee also recommended the director start by explaining the hardships in RCPL's budget (mainly, decreasing penal fines for the past few years) and have handouts of pie charts with RCPL revenue listed out, so they can see how dependent we are on penal fines. Explain that RCPL is currently facing a challenging budget as well, has to be equitable to all townships and offer to

Cedar what we would have to be willing to offer all of our townships. Additionally, if our contracting townships did not pay amounts owed (contracted amounts versus what has been received in penal fines already on their behalf) that the library would have to close.

Personnel and Policy Committee Report

The chair shared that he will e-mail the committee members to determine an agreeable meeting date possibly on a Tuesday.

8. Director's Report

The director: expects to receive the USAC e-rate telephone grant funds in a month; reported that the sign grant and computer grant requests have been submitted to OCCF-thanks David!; has interviewed an Experience Works person and she will start next week (Early November) and should be with us for six to nine months; reported that circulation is up but the numbers include internet and registrations for new library cards which she plans to separate out for future reports; the library presented nine programs in the month of September; and the job club no longer meets at the library.

The board decided against placing an ad in RCHS Yearbook this year due to financial constraints related to the new library project. The cost of an ad is \$50 and was previously paid on behalf of the library by a library supporter.

9. Old Business

Welcome to new board member Nadine White.

Township representatives will check with their township clerks regarding mailing new library information with their tax mailings. In addition to the City of Reed City, the current yes townships are Richmond, Lincoln and Hersey. The representatives from Cedar, Green and Pinora will check and let Christine know.

10. New Business

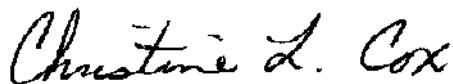
The December meeting will be held on the 13th and will be a Christmas party for the Board and Staff.

The Board heard a presentation regarding donor recognition art for the new library from Robert L Barnum, artist and Ferris State University art teacher.

11. Adjournment

The motion made by Barb, seconded by David, to adjourn the meeting passed unanimously and the meeting was adjourned at 7:40 p.m. The next Board meeting will be held on Monday, November 29, 2010 at 6:00pm in the Reed City Public Library Community Room.

Respectfully submitted,



Christine L. Cox
Reed City Public Library Board, Secretary