

REED CITY PUBLIC LIBRARY
Minutes of the Board Meeting
Monday June 25, 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 - Richmond Township Visitor
- Nadine White – Board Member, Treasurer, City Representative
- Wanita Kampmueller – Lincoln Township Visitor
- Jerry Minier - City Visitor
- Jane Keebler - Pinora Township Representative, Board Member
- Open, Richmond Township Representative

1. Call to Order

The meeting was called to order at 6:30 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 Nadine, seconded by Barb to approve the agenda as outlined in the New Facility Meeting prior to this meeting to incorporate New Facility updates in the Reed city Public Library Board meeting under Committee Reports rather than have a separate Reed City Public Library New Facility Committee meeting, for the present time. Motion was approved by all.

3. Approval of Previous Minutes & other meetings, if applicable (5/12).

Motion was made by Christine and seconded by Nadine to accept and approve the minutes of the May 21, 2012 secondary to final verification of the Financial Report. Motion so made was approved by all members.

4. Citizen's requests/Public Comment

Heather reported positive feedback from the public about the Summer Reading Program (SRP) kickoff.

The Touch A Truck presentation with over twenty vehicles represented was



a lot of work by volunteers and especially Nancy Edenberg and Wanita Kampmueller. Advance advertising for the event was beneficial and support by Community businesses was very helpful. The Touch A Truck event raised a total of \$900.00 for the New Library Facility. Discussion about having future events such as Touch A Truck is tabled for now.

5. Report from City Council Representative – David

David reported that the big city water/sewer and street repair project is progressing and the community is very cooperative and understanding about the necessary disruption involved.

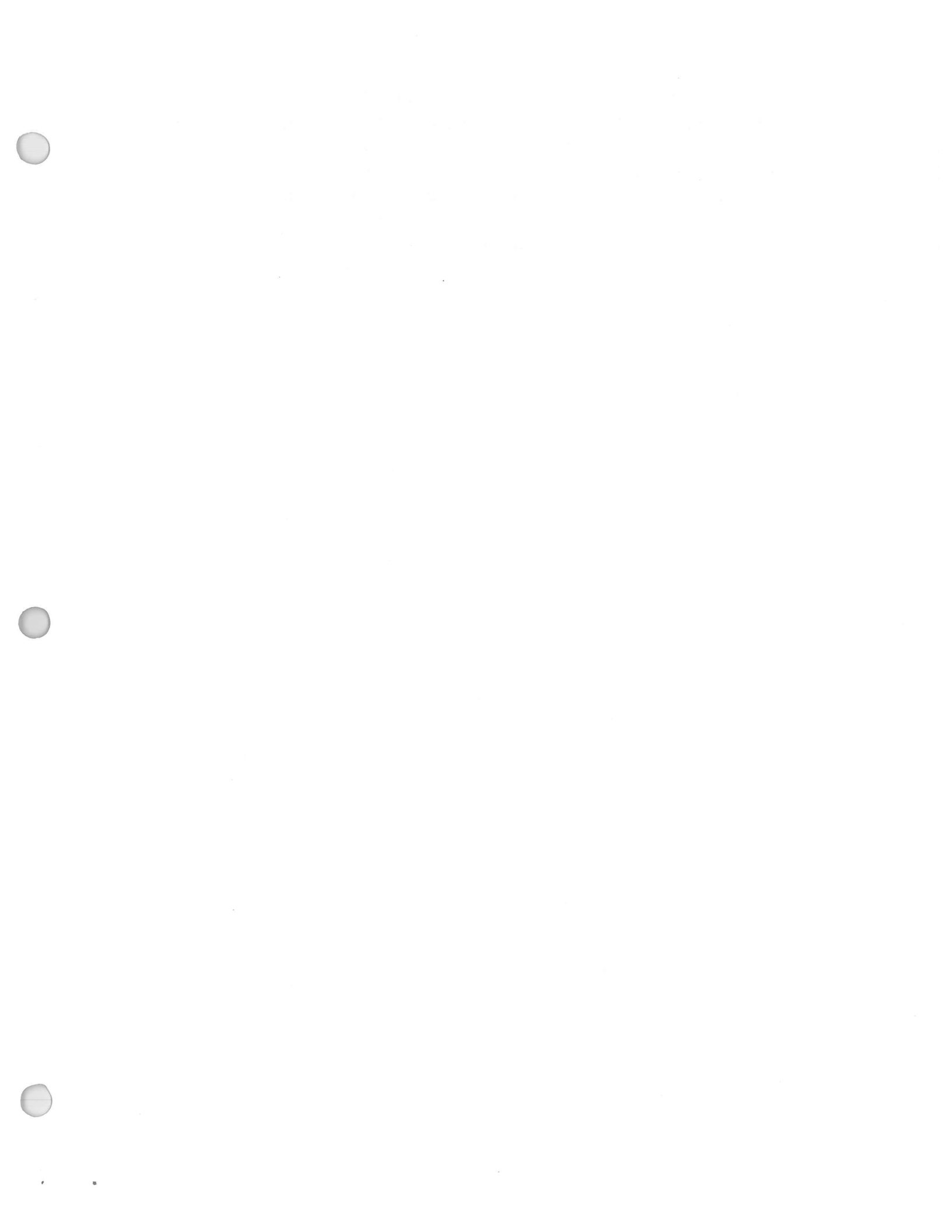
City Council will have four open seats available in the next election.

6. Finance Report

Nadine reviewed the bills. Total monthly expenses for the Library were \$3,990.92. This includes a \$123.24 bill for the New Facility and \$3,867.68 for the Library. Nadine made the motion to approve the bills with adjustments and corrections and Barb seconded the motion. Motion passed. Motion made by Christine, seconded by Nadine to approve the estimated Library budget for 2012 to \$102,123.00 for operating expenses. Heather to send out tomorrow via email any revisions to the budget that need approval and to be voted on, so check your email.

7. Committee Reports

- A. Still wait Downtown Developmental Authority (DDA) extension date and the results of a DDA study still in the works. David is going to call a Library Summit meeting involving certain community members to devise a list of potential donors to get the renovation of the Library New Facility underway.
- B. Gaining Access to USDA Funds & Grant News-Kathy/Heather- Nothing new to report.
- C. Potential Support from DDA-Juanita-Juanita is still attending the meetings and keeps the DDA aware of the Library needs.
- D. Getting Support from Community Service Organizations-Heather
- E. Heather just presented on 6/7/2012 to the Historical Society where she showed the Library video. Heather was well received and the audience was very attentive.
- F. Fundraising Committee Updates/Publicity--Jen, Heather, Juanita- On 7/21/12 during the City Wide garage sale, the Library will have a book sale/rummage sale to support the New Library Project. This will take place from 8am to 2pm on Saturday only. Wednesday night on 6/27/2012, donations will be able to be dropped off at the 829 South Chestnut Facilities from 5pm to 7pm and also on 7/11/2012, 4:30pm to 5:30pm. Helpers are needed for set-up for the sale. Heather will arrange with INC (In The Name of Christ)



store to have the Library Facility included on the City Wide Garage Sale map

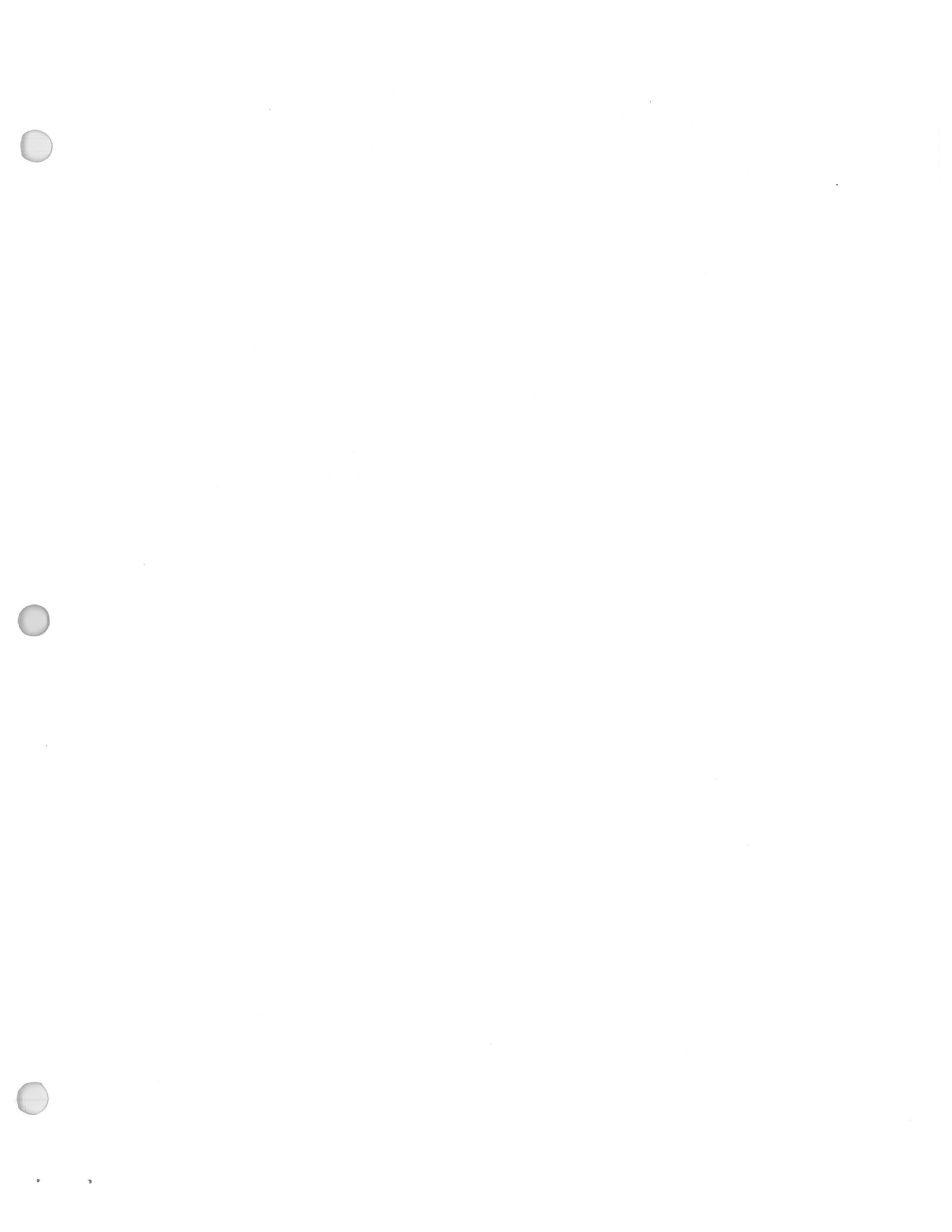
- G. Christine reported that the new RCPL sign will be going up on Friday 6/29/2012 at the New Facility at 829 South Chestnut. Total cost of the sign is \$2000.00 which included a \$400.00 grant from the Osceola County Community Foundation (OCCF), plus other donations. A Thank You letter will be sent to the OCCF.
- H. Plans are in the works to have a second Annual Silent Auction (Hand-crafted items/Wine tasting fund raiser in the future.
- I. Personnel Committee Report & Policy-After discussion, Christine made the motion to accept the revised Personnel & Policy. Motion seconded by Nadine and all members in favor. Barb agreed to chair the Personnel Committee. Other members include Nadine, Heather and Juanita.

8. **Director's Report-Heather** Heather reported that the Summer Reading Program (SRP) Kickoff on June 23rd was a success. Over seventy youth registered so far.

- A. Request for Proposal (RFP) was sent to three local banks with no response as yet. This is about setting up an online account for donations to the Library by the public.
- B. One recent incident with a patron resulted in a six month loss of computer privileges. A letter related to this matter will be submitted to the individual involved, in person.
- C. Heather reported circulation was up; the last book sale made a little less than expected. Scrabble attendance is picking up. Teachers have been very good about bringing their classes through the Library. Three hundred fifty kids came in June. The Summer Reading Program (SRP) will end on August 7th with a grand prize drawing.

9. **Old Business**-A collection was taken at this Library Board meeting for Hailey Elton. This will be submitted in a concerned patrons name to Hailey. This patron previously requested a collection container be placed in the Library to help raise money for Hailey, but this is not an allowed policy of the Library so this effort was made instead.

- A. Totes To Go has sent their last shipment of bags to the Library. Juanita has suggested and will involve the Chamber in a fundraiser which would benefit the Library and which would provide welcome bags for new library patrons.



10. **New Business**-Library Board member terms are for five year intervals.

Juanita has announced that she will bow out of her position as President of the Reed City Library Board when her position comes up for resubmission this November, related to needing to spend more time with family. David mentioned that all member positions on the Reed City Library Board need to be approved by the City Council.

11. **Adjournment**- Meeting adjourned at 8:00pm with a motion by Judy, and seconded by Christine. The motion was approved by all members.

The next Board Meeting will be held on Monday July 30th, 2012 at 6:00 PM in the Reed City Public Library Community Room. This meeting will include updates about the Reed City New Facility instead of having a separate formal New Facility meeting.

Respectfully submitted,

Judy Knuttila
Reed City Public Library Board, Secretary

Draft #1

