

REED CITY PUBLIC LIBRARY
Minutes of the Board Meeting
Monday December 12, 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, Vice-President, City Representative
- Judy Knuttila – Board Member, Secretary, City Representative
- Kathy Menezes, Board Member, Hersey Township Representative
- Phil Noreen, Board Member, City Representative
- Sarah Potts – Board Member, Green Township Representative
- Juanita Ripley – Board Member, President, City Representative
- Barb Schneider – Cedar Township Representative, Board Member
- Nadine White – Board Member, Treasurer, City Representative
- Wuanita Kampmueller – Lincoln Township VISITOR
- Jane Keebler - Pinora Township Representative, Board Member
- Open, Richmond Township Representative

1. Call to Order

The meeting was called to order at 5:05p.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 with the #6 Finance Report/Approval of Bills section to be addressed later just before Adjournment. Motion was approved by all.

3. Approval of Previous Minutes & other meetings, if applicable (11/28)

Motion was made by Barb and seconded by Phil to approve the minutes of the November 28 meeting, with corrections. Approved by all.

4. Citizen's requests/Public Comment

None

5. Report from City Council Representative - David

Not a lot to report. Continued discussions with Osceola County Community Foundation (OCCF). The OCCF remains positive about the library project. David Bisbee reported he will be away until the month of March so will be absent for the future City Council meetings until then. He will be in contact by email, however.

6. Committee Reports

- a. New Facility Committee Report
David Porteous and Rich Saladin continue to pursue individual donors. Corporate donors will be included and local area corporations will be approached by selected Library Board members.
- b. Personnel Committee Report & Policy-Sarah
Still working with the language and as yet needs work for completion.

7. Director's Report-Heather

- a. Circulation from last year was pretty close from the year before. Income from last year was down a little from the year before but we did have a November book sale which was not included with that. It was deposited separately because it does go through the cash register and that is deposited separately. so if we had included that, we would have been ahead of last year. All book sale monies go directly to the library. Last year our copies were up, close to 2009.
- b. We had more in lost books in the last year than 2009, but the income is pretty normal.
- c. Discussion about the library offering fax services to the public (sending only) at this time until further investigation can be done regarding receiving faxes led to a motion made by Juanita, seconded by Nadine to go ahead and offer this service now and the motion was approved by all.
- d. Attendance of library programs were essentially normal except for the Extreme Couponing program given by Juanita and her husband Jason which brought in forty people and the follow up program brought in five people. Another extreme couponing program is possibly being planned for next February or March.
- e. Fundraising Summaries-11/12 Book sale/Rummage sale=\$755.08 (\$200.69-Rummage, 554.39=Book sale). Usually we are budgeted \$2000 for the year for the sale of books, so we are doing very well so far. Wine Tasting event=\$2,160.00, minus \$161.00 we owe for the wine used at the event. (Silent Auction=\$885.00), Ticket Sales=\$845.00, Moose Bake Sale=\$430.00). The Moose absorbed the cost of the meat/cheese platter, so that was very much unexpected, but appreciated. A HUGE "Thank you" will be sent to the Moose. This has been our biggest fund raiser yet and was well received by the attendees.
- f. The Library won \$50.00 for the Evergreen parade-Walkers division. Thanks to Heather and Jen for the "float wagon" in conjunction with the parade's theme this year.

- g. Reminder-Jen's pregnancy leave begins December 29-Feb. 2012.
- h. Hersey/Hersey township update and review of proposal; Cedar Township-Review of proposal-They expressed an interest. Heather will draft a letter and an amendment to the present library contract and send it via email to Board members for review. Kathy and Heather will attend the next Hersey meeting on the 20th.

8. Old Business

- a. Sarah will meet with our architect tomorrow AM with an overview our new perspective of where we are at and realistically what kind of New Facility we can afford and hopefully fund. Also to get an estimate on spec plans and a new floor plan.
- b. Feedback received from potential donors was very positive that the cost of the New Facility has been reduced.

9. New Business

None

10. Report of Finances-

Approval of Bills (including memos) – Nadine

Nadine reviewed bills and all seemed in order. Total monthly bill for the Library = \$288.57. New Facility = \$162.66 for a grand total of \$2,251.23. Motion made by Nadine to approve bills as submitted, seconded by Judy and was approved by all.

11. Adjournment

The meeting was adjourned at 5:32 p.m. by Juanita, RCPL Board President. All members in favor.

The next Board meeting will be held on Monday, December 30th, 2012 at. 6:00 PM in the Reed City Public Library Community Room.

Respectfully submitted,

Judy Knuttila
Reed City Public Library Board, Secretary

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