

REED CITY PUBLIC LIBRARY
Minutes of the Board Meeting
Monday, September 27, 2010

Members Present:	<u> X </u>	Christine Cox
	<u> X </u>	Marilyn Hummel
	<u> X </u>	Rich Saladin
	—	Maureen Watson
	<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> X </u>	Kathy Menezes, Hersey Township
	<u> X </u>	Sandy Gingrich, Lincoln Township
	—	Jane Keebler, Pinora Township
	—	Robbie Svegel, Richmond Township
	—	None assigned, Village of Hersey
Library Director (ex-officio):	—	Amy Bontekoe
Assistant Library Director	<u> X </u>	Heather Symon

1. Call to Order

The meeting was called to order at 6:00 p.m. by Marilyn, the President, in the Reed City Public Library Community Room. A quorum was present.

2. Approval of Agenda

The motion made by Karen, seconded by Christine, to approve the agenda passed unanimously.

3. Approval of Minutes

The motion made by Karen, seconded by Barb, to approve the Monday, July 26, 2010 regular meeting minutes and the Monday, August 8, 2010 special meeting as read passed unanimously.

4. Citizen's Requests/ Public Comment

None – Visitors present: David Caspers

5. Report from City Council Representative

None

6. Report of Finances

Approval of Bills

Due to a lack of quorum for the August 30 meeting date the meeting was cancelled. Therefore, an email motion by Karen, seconded by Christine, to approve the August bills with a \$1.00 typo correction on September 1, 2010 was passed unanimously.

The motion made by Karen, seconded by Rich, to approve the September bills as presented passed unanimously.

Finance Update

The motion made by Karen, seconded by Rich, to promote Jen to interim assistant director for six months retroactive to the date Heather S. became interim director, Monday, August 23, 2010, passed unanimously.

The board decided to revisit the Director position opening at the January 31, 2011 board meeting.

A Budget and Promotion meeting is scheduled for Wednesday, October 13, 2010 at 5:30 p.m. in the library community room.

7. Committee Reports

New Facility Committee Report

The motion made by Christine, seconded by Karen, to approve hiring FTC&H for work related to the new library property at 829 S. Chestnut St. as described in their proposal letter in the amount not to exceed \$9000 passed unanimously.

The motion made by Christine, seconded by Rich, to approve the agreement with the Osceola County Community Foundation creating the Reed City Library Fund passed unanimously.

The motion made by Christine, seconded by Barb, to accept Brad Phelps, Phelps Plumbing & Heating, offer to close the library building at 829 S. Chestnut St. passed unanimously.

The committee chair reported: the city of Reed City will include half page library information fliers as a part of their newsletter with their next resident wide tax mailing; the following service areas have also responded positively to including library information with their next resident wide mailings - Richmond Township, Hersey Township and Hersey Village; information was presented regarding the sign located in front of the new library building that Rich will research further; Kathy has donated initial batch of pledge & information cards, paper, envelopes and stamps; Rich & Sarah are planning the details of an Open House at the new facility on Friday, October 22, 2010 from 5 – 6:30 p.m., between the Homecoming parade and game, the staff will hold a book sale at the new facility during this open house; Rich will write and submit an article to the paper about the open house; Rich will contact Judy about changing the sign in front of the new facility to advertise the open house; Rich would also like volunteers to march in the Parade to hand-out fliers, created by Jen, that invite parade goers and community members to the Open House; Heather S. and Christine were interviewed by Shannon Hartley for an article to appear in the Osceola Edition of the Pioneer regarding the new library; and reminded everyone about the meeting with the architects, FTC&H, scheduled for Tuesday, September 28 from 9:30 a.m. – 12 noon at the new facility, 829 S. Chestnut Street.

Personnel and Policy Committee Report

The chair shared their was nothing to report at this time, but is making notes for an agenda to be used for a future meeting as issues arise that need attention.

8. Director's Report

The Director reported: all, except on-call, staff participated in the Crossroads Parade handing out candy and bookmarks; the Good Search Fund Raiser has earned \$58 YTD and \$166 since inception as of August 20, 2010; the Summer Reading Program had 76 participants registered in 2010. This is up from 75 registered participants in 2009; a check for \$299 is to be received on behalf of patron with unreturned items and is the completion of action started prior to Amy's departure; the new-to-us 15-minute internet terminal became operational and available on September 13, 2010. It does not require signing in at the circulation desk first and will automatically log off after 15 minutes. This computer's set up and addition is one of the items included in the \$1700 computer bill.

The Policy regarding unsupervised minor children in the library is being sent to the policy committee for review along with a request for a board approved complaint, reserve and request forms.

The director will be in touch with Juanita Kampmueller regarding her interest in the library and her desire to help.

The Card-making program can be used as a fundraiser if the library receives the funds. The director will pursue this further with the interested party.

Adopt a magazine, Adapt an Author and a wish list are being prepared as additional ways patrons can help bring new and current information and books to the Library.

The motion made by Rich, seconded by Christine, to adjust the non-resident card fee from \$5 to \$15 passed unanimously.

Cedar township update and their suggestions will be discussed at the Budget and Promotion Meeting as board action must be equitable to all townships.

Worldbook Encyclopedia replacement will be placed on the wish list.

It is appropriate for Authors to charge for their books at book signings as long as the Library receives a percentage of the sale.

9. Old Business

Our grant facilitator shared the following needs for completing grant applications and receiving payment on the USDA grant: Current Operating budget, Revenue & Expense Report and Balance Sheet all confirming the library is operating in the black and all signed and 'attested to' by the city treasurer; additionally, the facilitator needs the updated costs once the architects have arrived at those projections.

David B. revisited discussion regarding LEED certification which resulted in:

The motion made by Rich, seconded by Christine, to request the architects include LEED and non-LEED costs as energy saving measures on a repurposed building, in their report, passed unanimously.

The board recommended that each board member bring a list of potential volunteers to the Monday, October 25, 2010 board meeting. This list will be used to assist in finding a replacement board member for the member whose term expires on November 25, 2010.

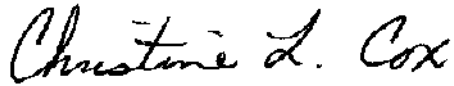
10. New Business

David B. informed the board that he is researching potential alternative options of financing the new facility construction project.

11. Adjournment

The motion made by Christine, seconded by Rich, to adjourn the meeting passed unanimously and the meeting was adjourned at 8:20 p.m. The next Board meeting will be held on Monday, October 25, 2010 at 6:00pm in the Reed City Public Library Community Room.

Respectfully submitted,

A handwritten signature in cursive script that reads "Christine L. Cox". The signature is written in black ink and is positioned below the typed name.

Christine L. Cox
Reed City Public Library Board, Secretary