

Reed City Area District Library
December 17, 2018 6 p.m.
RCADL Community Room
829 S. Chestnut, Reed City, MI 49677

Present:

Lyndsey Eccles, President, Reed City
Cecile Slywka, Treasurer, Richmond Township
Bette Newell, Secretary, Lincoln Township
Kylene Nix, Trustee, Reed City
Melissa Tonn, Trustee, Lincoln Township
Tom Burnosky, Director

Absent:

Terry Blood, Vice President, Richmond Township
Jenny Garska, Hersey Township Liaison
Mary Neal, Green Township Liaison

1. Call to order and attendance

The meeting was called to order by Lyndsey Eccles at 5:57 p.m. A quorum was present. Bette Newell noted the attendance.

2. Approval of Consent Agenda

A motion was made by Cecile Slywka and seconded by Kylene Nix to approve the Minutes of November 27, 2018 and the bills for December. Financial statements will be provided in January. It passed. Tom stated that we are at the halfway point of our budget and we are running ahead on our expenditure for payroll. We will have to make an adjustment in our budget to accommodate this payroll increase.

3. Citizen's Requests/ Public Comment

None

4. Standing Committee Reports

- A. Budget and Finance- None
- B. HR- None
- C. Strategic Planning-will be presented via email.

5. Director's Report

- A. Review November Programs and Metrics (see Attached)
- B. Bookkeeping Update
Tom said he will have new State of Michigan Charter Account Codes to Barb tomorrow.
- C. Smithsonian on Main Street
Tom reported that the RCADL was selected to host the Smithsonian exhibit CROSSROADS. It will be held in February and March 2020.

D. IMLS/OCCF Grant Oppty Cycle

February 1, 2019 is the deadline for OCCF Grant. RCADL will again be asking for grant money for the Summer Reading Program.

Tom would also like to submit a grant to IMLS (Institute for Museums and Library Services) which is due at the end of February.

6. Ongoing Business

A. Sign Meeting in January

Tom will set up a meeting with the sign business person . Bette and Lyndsey will meet with her in January.

B. Window Update

Tom reported he has received no response from the architects concerning the ongoing issue with the windows poor installation.

C. Computer Furniture

A motion was made Kylene Nix and seconded by Cecile Slywka to approve up to \$350 per tabletop to our specifications, from Norman Yoder in Morley. It passed.

7. New Business

A. Consider outside light quote

A motion was made by Melissa Tonn and seconded by Bette Newell to approve the quote by Zelinski Electric not to exceed \$600 to install an exterior light fixture by the back door. A roll call vote was taken:
Yeas: Kylene Nix, Melissa Tonn, Cecile Slywka, Bette Newell, Lyndsey Eccles. Nays: None Terry Blood is absent. It passed.

B. Consider Charter/Spectrum quote 5 IP pack

A motion was made by Melissa Tonn and seconded by Kylene Nix to acquire 5 static IP addresses from Charter /Spectrum in place of our current 1 IP address. This will amount to a \$10 increase per month in our bill from them. A roll call vote was taken.

Yeas: Lyndsey Eccles, Bette Newell, Cecile Slywka, Melissa Tonn, Kylene Nix. Nays: None Terry Blood absent.

8. Adjournment

Meeting was adjourned at 6:52 p.m.

Next RCADL Board Meeting is Monday, January 28th, 2019 at 6 p.m. in the RCADL Community Room.