

Reed City Area District Library Board Meeting

October 18, 2022

829 S. Chestnut Street, Reed City, Mi 49677

Present:

Lyndsey Eccles, President, Reed City

Melissa Tonn, Vice President, Lincoln Township

Kylene Nix, Treasurer, Reed City,

Bette Newell, Secretary, Lincoln Township

Laura Dahlquist, Trustee, Richmond Township

Cecile Slywka, Trustee, Richmond Township

Irene Balowski, Green Township Liaison

Melissa Rohen, Director

Jennifer Thorson, Assistant Director

Absent:

Cedar Township Liaison, OPEN

1. Call to Order

The meeting was called to order at 4:02 p.m by L. Eccles. A quorum was present. Attendance was noted by B. Newell.

2. Approval of Agenda

A motion was made by C. Slywka and seconded by K. Nix to approve the agenda as presented. It passed.

3. Approval of Consent Agenda

A motion was made by K. Nix and seconded by L. Dahlquist, to approve the Consent Agenda, consisting of minutes of August 2, 2022 and bills for September and October 2022, and the financial balance sheet for July 2022. It passed.

#### 4. Citizen's Request/Comments

L. Dahlquist reported that a friend made an offer to donate a grandfather clock to the library.

#### 5. Board President Comments

None

#### 6. Standing Committee Reports

A. Budget and Finance Committee-did not meet. Meeting set for November 1, 2022 at 4 p.m. at library.

B. Digital Sign Committee-L. Eccles to contact Trans Canada about possible donation of funds toward sign.

C. Building Committee-did not meet. Meeting set for November 9, 2022 at 2:30 p.m. at library.

D. Strategic Plan Committee-did not meet. Meeting set for November 9, 2022 at 1 p.m. at library.

E. Millage Committee-did not meet. B. Newell will contact Shirley Bruursema about a possible meeting in November, to discuss millage proposal strategies.

F. HR Committee-did not meet. Meeting scheduled for November 9, 2022 at 3:30 p.m. at library.

#### 7. Director's report.

Full report on file at library.

+M. Rohen reported that over \$500 was given to the library from a bake sale that was held at J and A grocery. Thank you J and A!

+ The idea of placing a “Little Library” at Ashton was discussed. M. Tonn will approach her father about building one.

+The idea that we should have an eating and drinking policy for the main library was raised, and M. Rohen stated she is working on one.

+The topic of the Story Walk was raised and J. Thorson said she will see that a new story is put up.

## 8. Ongoing Business

### A. Windows Update

M. Rohen reported that Reed City Glass had been in to look at the window issue. They removed windows in the community room and could find no issue with their installation. They asked to be called to come and reassess when the windows are experiencing the condensation issue.

### B. Floor Update

M. Rohen reported that they have been unable to get in contact with Cadillac Janitorial, to clean and wax the community room floor, after multiple attempts. She will try to contact other companies to do the job.

## 9. New Business

A. A motion was made by L. Dahlquist and seconded by M. Tonn to approve the use of the library debit card to pay all regular bills except the City of Reed City. A roll call vote was taken. Yeas: M. Tonn, C. Slywka, L. Dahlquist, B. Newell, K. Nix, L. Eccles. Nays: None

B. A motion was made by L. Dahlquist and seconded K. Nix to approve the purchase and installation of a new water heater by Eli HVAC, LLC for the quoted price of \$1,250. This money will be taken from the fund balance.

A rollcall vote was taken. Yeas: K. Nix, M. Tonn, C. Slywka, L. Dahlquist, B. Newell, L. Eccles. Nays: None. It passed.

C. A motion was made by M. Tonn and seconded by C. Slywka to approve the quote from SKY GUYS for removal of two trees and 9 stumps with cleanup and grinding of stumps for a total of \$1,800. This money will be taken from the fund balance. A roll call vote was taken. Yeas: B. Newell, L. Dahlquist, C. Slywka, M. Tonn, K. Nix, L. Eccles. Nays: None. It passed.

D. M. Rohen confirmed with the Board that the library will be open on the Second Saturday of the month starting in November. They will be showing a movie on those days with the possibility of more extensive programming in the new year, depending on grants.

#### 10. Board Dynamics

No discussion.

#### 11. Adjournment

A motion was made by M. Tonn and seconded by B. Newell to adjourn the meeting. Meeting adjourned at 5:47 p.m.

Respectfully Submitted,

Bette Newell, Secretary, RCADL Board of Trustees

Next meeting to be held on November 1, at 6 p.m. in the RCADL Community Room.

