

REED CITY PUBLIC LIBRARY
Minutes of the Board Meeting
September 24, 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 – Board Member, Richmond Township Representative
- Nadine White – Board Member, Treasurer, City Representative
- Wanita Kampmueller – Lincoln Township Visitor
- Jane Keebler - Pinora Township Representative, Board Member
- Bette Newell, Visitor

1. Call to Order

The meeting was called to order at 6:03 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 Christine, seconded by Phil, to approve the agenda with additions, which include looking at the Board secretary position under New Business and information about the new sign under New Facility. Motion was approved by all.

3. Approval of Previous Minutes & other meetings, if applicable (8/12)

Motion made by Christine, seconded by Nadine to approve the Board minutes for 8/27/2012 as presented and motion was approved by all members.

4. Citizen requests/ Public Comment

Bette Newell, a Library Board visitor, presented a method of raising money for the New Facility. It involves going on Home Town Pharmacy Reed City on Facebook (associated with Patti Drugs) and clicking the Like button. The first 1,000 likes will raise \$1000.00 for your charity which you list under the

comment section. Some problems have developed, so further investigation will be required so we can alert others to this terrific fundraiser.

5. Report from City Council Representative – David

A. A major task is in store to find a new City Manager following the recent resignation of Ron Marek, City Manager. His position ends when his sixty day notice expires and the City Council has six months by City Charter to find a New City Manager.

B. Streets are getting paved and driving has been made easier since the water and sewer project has been underway and nearing completion.

C. David is working on the grant application for the (OCCF) Osceola County Community Foundation for funds for the New Facility which is due by October 1st. Figures for the interior demolition were figured out and so the total amount of the request for grant monies totals \$85,110.00.

Estimated amounts required were listed as follows: Concrete=\$4,000, Steel/wood framing bearing walls=\$15,430, Selected demolition=\$32,750, Asbestos abatement=\$20,000 and Structural modifications \$12,930. David requests all Library board members peruse his grant request via email by tomorrow so it can be finalized and be sent out as soon as possible. Usually grant approval is received within sixty days and the time limit to use the funds received and the project involved is one year.

Finance Report

A. Nadine reviewed the bills and all seemed in order. Library monthly bill was \$3,023.54. New Facility monthly bill was \$421.01 for a grand total of \$3,444.55. Nadine made the motion to approve the bills as submitted and the motion was seconded by Christine. Motion passed unanimously.

B. Side note added that the Ferris bill of \$371.25 for construction/mounting of the outdoor sign at the New Facility was approved through email and has already been paid for.

C. Heather reported a few other side notes including under the County bill for utilities there was a DTE bill for the amount of zero dollars. They are changing the way they do their billing and therefore next month the bill might be a bit higher. The last AT&T bills have been higher. Our plan had expired, so Heather called them and they are going to go back and credit the Library for the bills that were increased.

6. Committee Reports

A. Heather will give a presentation on Thursday September 27th at the General Federation Women's Club (GFWC) meeting about the New Library Project.

B. A Wine Tasting/Silent Auction New Facility Fundraiser will be held at the Moose Lodge on Saturday, December 8th. Time has yet to be decided. David and Phil have volunteered to work on obtaining large donation items

for the auction, in addition to handcrafted items, and large ticket items such as tickets to big sporting events or overnight/week-end outings. Everyone is encouraged to ask crafters, friends, relatives and businesses for donations. Betty volunteered to donate Bed and Breakfast stay certificates. Tickets for this event will be discussed at the October Library Board meeting.

C. Bank account for online donations for the Library was approved by City Council. A few more items need to be set in place, but once this is done, and it is up and running, then we can alert everybody to use it.

D. Christine updated the Library Board on the finishing touches being done on the new sign at the New Facility. Once this is completed, the Library Board will meet on a fall day to have pictures taken by the sign.

E. Phil will check on the walls and doors at the New Facility in regards to whether they are hollow, how much insulation is there, and the present condition of the water and sewer lines and pipes prior to beginning construction, to avoid future related problems.

F. Items in the present New Facility that we can't use, such as toilets, sinks, doors, etc. will be sold and the money used to benefit the new building remodel. Library Board members and volunteers will work on simple dismantling in order to save on expenses.

G. Christine reported that the last two book sales at the New Facility raised \$132.00 and \$185.18 for a total of \$317.18.

Future book sales will continue to be held at the New Facility but rummage sale items will be taken only while the sale is going on. Turnover of stock items is always revolving.

A suggestion was made that a new library project fund raiser could be the rental of space to community members during the City Wide Garage sale event for a fee and they could sell their own items. New Facility would reap the profits from the outdoor space rentals and be open for business in our current set up as well.

H. Kathy has been swamped by family medical issues and can no longer be available to help with writing grants for the Library. Volunteers are needed to carry out this necessary project.

7. Personnel Committee Report & Policy

Phil made the motion to reapprove our Library Policy manual with the new portion added to it. Motion seconded by Christine and motion unanimously passed.

8. Director's Report-Heather

A. The Osceola County Community Foundation (OCCF) endowment fund balance as of the dated statement of 9/14/2012 is \$5,688.49. We have five years to get to \$10,000 and then we can draw interest. So far we have two years invested and have three years left to raise the remainder. If we don't

meet the quota, the money goes back to the OCCF. All Library Board members are encouraged to submit your donation to the OCCF first with the Reed City Library in your memo, and then additional donations to the construction fund.

B. MelCat is an expanded future Library service in the works where people can get on line at home or other remote sites to search for different available copies of reading matter and if they don't have it, then another library can send it to your library. It is popular with the public and hopefully will start in January 2013. Jen and Heather plan to attend the Staff training on October 18th, 2012.

C. David is working on the OCCF grant application due October 1st requesting funds for the New Facility. Heather would also like to submit a grant to the OCCF for E-books. Heather informed the Board of three companies available, costs and advantages and disadvantages of each.

D. Heather is also working on a DTE Energy grant to submit by October 1st, 2012 for the youth. If approved, this will include an X-Box 360 gaming system plus four games, three new chairs, two new rugs and four sets of headphones.

E. Plinkit training for Heather, the Library Director, will be given by Christine, who already has had the class and therefore Heather will not have to attend the Lansing teaching session.

F. Heather needs to send out the penal fine billings yet. Hersey/Hersey Township concern has been settled for the time being.

G. Request for candy donations for Halloween at the Library was made to the Library Board. Last year the Library hosted four hundred to four hundred-fifty trick-or-treaters. Thank you to Jacquie and her husband who have volunteered to pass out treats so paid staff will not have to work that evening. A pumpkin for Library donations will also be placed in the room during the fun.

H. Reed City Public Library will be participating in the Mecosta County Community Foundation (MCCF) Match Day on Tuesday November 13th, 2012 at the Holiday Inn in Big Rapids from 11:00am to 6:00pm. There is also a web site available about how donations need to be handled to qualify. Barb and Wanita have volunteered to host this event with a booth for the Library at the Holiday Inn in Big Rapids. Thank you.

I. Congratulations and welcome to Jacquie Gerould as the Lincoln Township representative on the Reed City Public Library Board.

J. Christine made the motion that the Library be closed on Friday October 26th, 2012 for a team building activity and staff training day. Motion seconded by Nadine and motion passed unanimously.

K. Heather reported that circulation has been up for the last four to five months, except for this month. For the year 2012 it was 3,101, for 2011 it was 3,505, 2010 it was 3,432, and for the year 2009 it was 3,688. Internet use was up a little bit, usually it is 600, and this month it was 718.

Registrations were pretty normal at 35. Revenue is about the same as last year. A book sale held the year before raised \$905. A book sale this August at the RCPL raised \$403. The Summer Reading program ended in August.

L. Ben Busch book talk and signing was attended by about 50 people.

9. Old Business

Juanita's term as President of the RCPL ends next month and her position is in need of filling.

10. New Business

A. Judy has submitted her resignation effective next month from the RCPL Board Secretary position. However, she still would like to remain as an active Library Board member.

B. Discussion about how to heat and provide lighting for the book sale during the Evergreen Festival event at the New Facility in November on Friday the 23rd and Saturday the 24th from 9:00am to 3:00 pm. Nadine will host on Friday, Phil will be available for "breaks" and we await a volunteer for Saturday.

11. Adjournment

The meeting was adjourned at 7:54PM with a motion by Christine, and seconded by Nadine. The motion was approved by all members.

The next Board Meeting will be held on Monday, October 29, 2012 at 6:00 PM in the Reed City Public Library Community Room.

Respectfully submitted,

Judy Knuttila
Reed City Public Library Board, Secretary

Approved Monday, October 29, 2012.