

REED CITY PUBLIC LIBRARY
Minutes of the Board Meeting
Monday April 30, 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
- Sarah Potts – Board Member, Green Township Representative
- Juanita Ripley – Board Member, President, City Representative
- Barb Schneider – Cedar Township Representative, Board Member
- Jacquie Gerould - Richmond Township Visitor
- Nadine White – Board Member, Treasurer, City Representative
- Wanita Kampmueller – Lincoln Township Visitor
- Jerry Minier - City Visitor
- Jane Keebler - Pinora Township Representative, Board Member
- Open, Richmond Township Representative

1. Call to Order

The meeting was called to order at 7:19 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 Nadine, seconded by Judy to approve the agenda. Motion was approved by all.

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

Motion was made by Christine and seconded by Juanita to approve the minutes of the February 27, 2012 meeting, with the requested revision to note the petty cash increase for the Library was approved to the amount of \$155.00. Motion so made was approved by all members. March 26, 2012 Board Minutes will be approved at the next Board Meeting on May 21, 2012.

4. Citizen's requests/Public Comment

The Board was updated on the "Books for Soldiers" program. One to two boxes will be made ready each month at a price of \$13.45 per box to send by interested community members. The Library will be in charge of mailing

the books. Heather showed the poster that will be placed in the Library to inform the public about this about the program.

5. Report from City Council Representative – David

The Library renovation project made the Capital Improvement Budget at City Council and has been approved. It's in the plans for 2012/2013.

A grant will aid with the upcoming city roads and sewer project.

6. Finance Report

Nadine reviewed the bills and all seemed in order. Total monthly expenses for the Library were \$3,355.19. New Facility monthly expenses were \$13.32, but the grand total is \$3,368.51. Some adjustments were needed. \$701.00 was moved from Utilities and Office Supplies to Contractual Services. Also, \$280.00 moved from Office Supplies to Operating Supplies and Telephones to balance the budget. Motion made by Nadine, seconded by Phil to approve the bills as presented and to move money in lines as indicated in 4/30/12 memo. All members were in favor of motion.

Motion made by Nadine, seconded by Christine to approve the 2012/2013 budget after discussion. The original Library budget was approved by email on April 23rd and revised and approved on Monday April 30th. All members in favor of motion and motion passed.

7. Committee Reports

A. New Facility Committee Report-None

B. Personnel Committee Report & Policy-Sarah

Sarah plans to send out via email to all Board members, a new policy related to Personnel for review and revision and then acceptance of the revised policy will be discussed at the next Reed City Public Library Board meeting on 5/12.

8. Director's Report-Heather

- A. Michigan Humanities Council (MHC) grant for \$300.00 for speaker/marketing for the Great Michigan Read event has been approved and thus far we have received \$180.00.
- B. No update yet on the Dollar General Summer Reading Program (SRP) grant already submitted, but we should know by May 20th.
- C. We have yet to hear from the Osceola County Community Foundation (OCCF) Kindle and Audio/Large Print grant.
- D. Summer Reading Program (SRP) planning for Kickoff event, summer programming and fundraising for reading incentives/support of programming is gearing up in May. May school tours will be conducted to help encourage interest. Heather is working on obtaining gift certificates from area businesses as reward incentives to participants also. The kick-off date is Saturday June 23rd from 11am to 1pm at Westerberg

- Park. In addition, Whispering Pines Mobile Zoo will be sponsoring a petting zoo.
- E. A public poetry contest to be in the works soon per Phil N's recommendation. A prize for the winner is in the planning stages.
 - F. Heather announced that the Library summer schedule will begin following Memorial Day. This means Saturday closure until after Labor Day. However, due to the popular Saturday movie event, a motion was made by Christine, seconded by Phil to continue movie Saturday at the Library every second Saturday of the month within the budget constraints allowed and with the Directors discretion. All members in favor of motion.
 - G. Next book sale is scheduled for Wednesday May 23, 2012 through Saturday May 27th during open hours at the Reed City Public Library.
 - H. Heather reported circulation slightly down. Everything else was normal. Revenue was up related to the last book sale bringing in \$425.00. \$2000 is budgeted yearly for book sales.
 - I. Teen Board was represented by nine teens in March and sixteen teens in April. They have devised a wish list for the Library. It has been noted that more Tuesday and Thursday programs are needed for teens.

9. Old Business

Totes-To-Go is finishing this cycle/shipment and then will be discontinued. Library Board members are encouraged to visit the Morton Township New Facility Library. It had similar issues getting established as we do.

10. New Business

Juanita is asking for volunteers from the Library to support the Planting of the Petunias-Memory Lane project on Saturday May 26th to meet at the Reed City United Methodist Church to support this community project.

11. Adjournment

Motion to adjourn the meeting was made by Nadine, seconded by Christine and the meeting was adjourned at 8:35pm with all members in favor of the motion.

The next Board Meeting will be held on Monday June 25, 2012 at 6:30 PM in the Reed City Public Library Community Room. The New Facility meeting will be held at 6:00pm prior to that meeting.

Respectfully submitted,

Judy Knuttila
Reed City Public Library Board, Secretary

Final Draft

Minutes approved with corrections at the Reed City Public Library Board Meeting on May 21, 2012.