

Reed City Area District Library

November 30, 2020; 6 p.m.

829 S. Chestnut St. Reed City, MI 49677

per Zoom during Covid-19 pandemic

Present:

Lyndsey Eccles, President, Reed City

Kylene Nix, Treasurer, Reed City

Bette Newell, Secretary, Lincoln Township

Cecile Slywka, Trustee, Richmond Township

Nancy Washburn, Trustee, Lincoln Township

Jenn Thorson, Interim Director

Absent:

Richmond Township Trustee, OPEN

Cedar Township Liaison, OPEN

Green Township Liaison, OPEN

1. Call to order and attendance

The meeting was called to order by Lyndsey Eccles at 6:10 p.m. Attendance was noted by Bette Newell. A quorum was present.

2. Approval of Agenda

A motion was made by Bette Newell and seconded by Nancy Washburn to approve the agenda as presented. It passed.

3. Approval of Consent Agenda

A motion was made by Cecile Slywka and seconded by Kylene Nix to approve the consent agenda consisting of the minutes of October 26, 2020 and the bills and financial statements for October. It passed.

4. Citizen's Requests/Public Comment

None.

5. Standing Committee Reports

- A. Budget and Finance Committee- did not meet
- B. Building Improvement Committee-did not meet.
- C. Strategic Planning Committee-did not meet.
- D. HR and Policy Committee-will plan to meet in January 2021.

6. Director's Report

October Metrics are on file at the library.

Jennifer reported that 22 children are signed up for the 1000 books before Kindergarten program.

Jenn also reported that Mr. Howe will be doing a Santa book reading for the library, which will be available online.

The New Book Drop has been ordered and a home has been found for our old book drop at the Library in Putnam, MI.

Jenn reported that she met with Michael Morin, our risk control representative for our property insurance. His recommendations are under new business..

Jenn reported that a \$200 donation was received from Marilyn Robinson, which will be used to purchase large print titles. \$100 was also received from Cecile Slywka for purchase of same.

Isanheart Electric finished up the repair on the inside lighting this month.

The sale of old library chairs brought in \$130.

7. Ongoing Business

A. Ancestry Program- Jenn will contact the company and see if we can get the ability to access the program from home for our patrons. If so we will consider purchasing soon.

B. Jenn showed us two quotes for two different type signs from 2 different companies. Stewart Signs in Sarasota, Florida and Image 360 in Traverse City. A 4 x 6 sign with a 2 x 6 foot red display that would require our doing the install was quoted at \$12,727.00, including shipping, was the quote from Stewart Signs. A quote of \$30,000 to \$35,000 was received from Image 360 for an 8 foot high sign with a 4 x 6 foot full color display , installation included. Jenn was instructed to get a quote from Image 360 for a sign more in the ballpark of the one quoted by Stewart Signs. Image 360 has not been very responsive to Jenn's inquiries, but Stewart Signs have been more helpful.

8. New Business

A. Michigan Participating Plan Risk Management Report

The recommendations included contract policy, Roof Inspection, Smoke and Carbon Monoxide Alarms, windows that need repair, and background checks on employees. Full explanations can be reviewed at the Library.

B. Amazon Business Account- Permission was given to Jenn to acquire an Amazon Business account for the Library, which is available for free, according to Jenn.

C. Permission was given to secure an email account for story hour, so Cyndi can communicate with her little patrons. The cost will be approximately \$6 per month.

D. Sign committee-this was tabled for the future when our new Trustee from Richmond comes on board. Terry Blood came in to the library today and resigned her position as Richmond Township Trustee, verbally to Jenn. Laura Dahlquist is waiting to be approved by the Richmond Township Board as RCADL Richmond Township Trustee.

9. Adjournment

A motion was made by Nancy Washburn and seconded by Bette Newell to adjourn the meeting. It passed. Meeting adjourned at 7:55 p.m.

Respectfully Submitted,

Bette Newell, Secretary, RCADL Board

Next Library Board Meeting is December 21, 2020 at 5:30 p.m. Location to be determined.