

REED CITY PUBLIC LIBRARY  
Minutes of the Board Meeting  
March 31, 2014

Members Present: Christine Cox, President Heather Symon, Director  
Phil Noreen, Vice President Jacqui Gerould, Lincoln Township Rep.  
Deb Adsmond, Secretary Linda Steig, Richmond Township Rep.  
David Bisbee, Reed City Council Rep.

**1. Call to Order**

The meeting was called to order at 6:05 p.m. by Christine Cox, the President, in the Reed City Public Library Community Room. A quorum was present.

**2. Approval of Agenda**

The motion made by Phil Noreen and seconded by Deb Adsmond, to approve the agenda, passed unanimously.

**3. Approval of Minutes**

The motion made by Deb Adsmond, seconded by Phil Noreen, to approve the minutes for the 3/6/14 Board Meeting, passed unanimously. The minutes for the 1/9/14, 2/13/14 and 3/6/14 District Exploratory Committee Meetings were unanimously approved with Phil making the motion to approve and Deb Adsmond seconding.

**4. Citizen's requests/ Public Comment**

Heather reports that Judy Knuttila is very excited about the District Library.

**5. City Council Report**

David Bisbee reports that the City received the State Librarian's letter of approval for the District Library. David is still waiting to hear from the State of Michigan about the Michigan Competitive Grant Assistance Program grant application. He expects to have more information by the end of April or beginning of May. David reminded the Board that the ballot proposal deadline is May 12<sup>th</sup>. The Library must provide the wording for the proposal on the ballot and it must be passed by the District Library Board before being submitted.

**6. Finance Report**

Christine Cox reviewed the bills and reported that there were a couple of corrections and that the operating total was \$2,953.57, the new facility total was \$85.53 with a bill grand total of \$3,039.10. It was also reported that the water bill for the new facility included a late fee due to the timing of our last board meeting so the amount on the bill was incorrect, therefore, the Board authorized payment of the standard monthly connect fee of \$13.53. Heather will request in writing that the late fee to be removed. Heather also presented for approval a Budget Amendment Memo totaling \$20,216 which includes an increase in the amount of \$10,283 from fund reserve to adjust line

items to close out the Reed City Public Library books as the Reed City Area District Library Board assumes control of the Library on April 1, 2014. The motion to approve the bills and budget amendments as presented was made by Phil Noreen, seconded by Deb Adsmond, and passed unanimously.

## **7. Committee Reports**

**New Facility Committee Report-** The first official meeting of the Reed City Area District Library Board is on 4/1/14 at 6:00 p.m. This is the final meeting of the Reed City Public Library Board.

The Board President reported that the quit claim deed on the 829 South Chestnut Street property was signed, notarized and recorded with Osceola County. The Reed City High School Yearbook committee has the District Library Logo for the donor paid business card size ad for the Library.

**Personnel Committee Report-**The motion to approve and adopt the revised Operation Policy and the revised Personnel Policy was made by Deb Adsmond, seconded by Phil Noreen, and passed unanimously.

## **8. Director's Report**

The Director reports that Library circulation is down this year as compared to last year. The Board speculated that the severe winter weather is a cause for the reduced library use. The Library Community Room was used by the Department of Human Services for supervised visits and for different classes. Heather also updated the Board on the Michigan Great Read events reporting that there were five participants for the book discussion and five viewers for the film. The trips to the former state hospital in Traverse City are on April 11<sup>th</sup> and April 25<sup>th</sup>. There are still spots available on the tours.

## **9. Old Business**

Phil Noreen showed the Board examples of donor recognition bookends.

## **10. New Business**

Phil requested that the District Library Board appoint someone to make sure that the new building has not sustained any damage over the winter. Christine reported that she will be going to the building later this week. The Board President thanked the Board members for their service to the Reed City Public Library.

## **11. Adjournment**

At 6:50 p.m. the motion to adjourn was made by Phil Noreen, seconded by Deb Adsmond and passed unanimously. The first board meeting of the Reed City Area District Library Board will be on Tuesday, April 1, 2014 in the Community Room of the Library.

Respectfully submitted,  
Deb Adsmond, RCPL Board Secretary