

The RCADL Board Meeting
Monday April 27, 2015 6 p.m.
RCADL Community Room

Present:

Christine Cox, President, Reed City
Phil Noreen, Vice President, Reed City
Mary Neal, Treasurer, Reed City
Bette Newell, Secretary, Reed City
Edie Betzing, Richmond Township
Twila Betzing, Lincoln Township
Terry Blood, Richmond Township
Tom Burnosky, Chairman New Facilities Committee
David Bisbee, Reed City City Council
Heather Symon Bassett, Library Director

1. Call to Order

The meeting was called to order at 6 p.m. by Christine Cox. A quorum was present.

2. Approval of Agenda

A motion was made by Phil Noreen and seconded by Terry Blood to accept the agenda as corrected. It passed.

3. Approval of previous meeting minutes and other meetings.

A. A motion was made by Phil Noreen and seconded by Terry Blood to approve the minutes of regular meeting of March 30, 2015. It passed.

B. A motion was made by Terry Blood and seconded by Phil Noreen to accept the minutes of the Budget and Finance Committee of March 30, 2015 and April 13, 2015 into record. It passed.

4. Citizen's requests/public comment

none

5. Finance Report

A. Mary reported that the total of the bills was \$2,623.95. In the Lake Osceola Bank the RCADL has a balance of \$38,359.10. A motion was made by Edie Betzing and seconded by Terry Blood to accept the bills as presented. It passed.

B. A motion was made by Mary Neal and seconded by Phil Noreen to purchase Quickbooks from Techsoup for \$99. A roll call vote was taken. Yeas: Christine Cox, Terry Blood, Edie Betzing, Twila Betzing, Phil Noreen, Bette Newell, Mary Neal. Nays: none. It passed.

C. Heather proposed several line item adjustments in the budget. A motion was made to by Mary Neal and seconded by Edie Betzing to approve these adjustments. A roll call vote was taken. Yeas: Christine Cox, Terry Blood, Mary Neal, Edie Betzing, Twila Betzing, Phil Noreen, Bette Newell. Nays: none

It passed.

6. Committee Reports

A. Finance Committee

i. A motion was made by Phil Noreen and seconded by Edie Betzing to approve an annual increase in wages for the director Heather Symon Basset for \$1,000 and an annual increase for assistant Director Jennifer Thorson of \$800. A roll call vote was taken. Yeas: Christine Cox, Terry Blood, Mary Neal, Edie Betzing, Twila Betzing, Phil Noreen, Bette Newell. Nays: none. It passed.

ii. A motion was made by Edie Betzing and seconded by Phil Noreen to increase the wages of the library clerks to bring them into compliance with the minimum wage increase, effective January 1, 2016. A roll call vote was taken. Yeas: Christine Cox, Terry Blood, Mary Neal, Edie Betzing, Twila Betzing, Phil Noreen, Bette Newell. Nays: none. It passed.

B. Director's Evaluation Committee

A motion was made by Edie Betzing and seconded by Terry Blood to contract with Survey Monkey for \$30 for 30 days to complete the Director's evaluation. A roll call vote was taken. Yeas: Christine Cox, Terry Blood, Mary Neal, Edie Betzing, Twila Betzing, Phil Noreen, Bette Newell. Nays: none. It passed.

C. Personnel and Policy Committee

Heather is reviewing policy manuals and will work on creating policy for MelCat, e-books, volunteer and money handling. Heather will gather and present information regarding job descriptions to be added to the Personnel Manual.

Members of the committee are encouraged to review the policies and email Bette Newell with suggestions for changes.

D. New Facility Committee

A motion was made by Edie Betzing and seconded by Terry Blood to hire DK Design of Cadillac for asbestos abatement and construction bidding documents and oversight on demolition and design. A roll call vote was taken. Yeas: Christine Cox, Terry Blood, Mary Neal, Edie Betzing, Twila Betzing, Phil Noreen, Bette Newell. Nays: none. It passed.

7. Director's Report

A. Heather reported that for the same time last year the overall circulation was up. The income remains about the same. A book sale brought in \$400.95.

B. Heather reported that she is waiting for a reply from OCCF for a grant for the summer reading program.

C. A motion was made by Edie Betzing and seconded by Mary Neal to allow Heather to discard suitable items from the library at her discretion. It passed.

D. Heather reported that Hersey and Cedar Townships approved the proposals made to them for library services for the next five years. Green Township would

like an update on our services.

E. Heather reported that she received information on the firm Stauder, Barch and associates, who might be helpful to us if we ever decide to go for another bond issue.

8. Old Business

A. A motion was made by Terry Blood and seconded by Mary Neal to initiate environmental studies with AKT Peerless as soon as Christine hears about the availability of county Brownfield money. Christine will be authorized to do this. A roll call vote was taken.

Yeas: Christine Cox, Terry Blood, Mary Neal, Edie Betzing, Twila Betzing, Phil Noreen, Bette Newell. Nays: none. It passed.

B. A book packing party at the Chestnut building will be held on a date to be set by Heather when she finds out when Better World Books can come to RC.

9. New Business

A. A motion was made by Bette Newell and seconded by Edie Betzing to approve the Resolution to adopt the July 1, 2015 through June 30, 2016 budget. A roll call vote was taken. Yeas: Christine Cox, Terry Blood, Mary Neal, Edie Betzing, Twila Betzing, Phil Noreen, Bette Newell. Nays: none. It passed.

B. People were placed on committees as follows: Grants: David Bisbee and Bob Duke. Capital Campaign: Phil Noreen and Tom Burnosky. Fundraising: Bette Newell and Twila Betzing. Community Education: David Bisbee. Website: Christine Cox. Review of written materials: Mary Neal, Edie Betzing, Terry Blood.

10. Adjournment

A motion was made by Edie Betzing and seconded by Mary Neal to adjourn the meeting. It passed. Meeting adjourned at 7:40 p.m.

The next regular meeting of the RCADL will be May 18, 2015 at 6 p.m. in the RCADL Community Room.

The next New Facility meeting of the RCADL will be May 14, 2015 at 5 p.m. in the RCADL Community Room.

Respectfully submitted,

Bette Newell, Secretary, RCADL Board

Approved May 18, 2015