

Reed City Area District Library Meeting
July 26, 2021; 6 pm
RCADL Community Room
829 Chestnut St., Reed City, MI 49677

Present:

Lyndsey Eccles, President, Reed City
Kylene Nix, Treasurer, Reed City
Laura Dahlquist, Trustee, Richmond Twp
Cecile Slywka, Trustee, Richmond Twp
Jen Thorson, Assistant Director
Melissa Rohen, Executive Director

Absent:

Bette Newell, Secretary, Lincoln Twp
Nancy Washburn, Vice President, Lincoln Twp
Vacancy, Liaison, Green Twp
Vacancy, Liaison, Cedar Twp

1. Call to Order and attendance 6:00 pm
The meeting was called to order by Lyndsey Eccles at 6:00 p.m. A quorum was present. Attendance was noted by Lyndsey Eccles.
2. Approval of Agenda
A motion was made by Laura Dahlquist and seconded by Kylene Nix to approve the agenda. It passed.
3. Citizen's Requests/Public Comment
Kylene Nix discussed a concern from public member regarding the ongoing window situation with improper installation by Earl's Building Supply.
4. Standing Committee Reports
 - a. Budget and Finance Committee- will meet after first quarter for review of budget and necessary amendments
 - b. Digital Sign Committee- will meet July 29th at 4:00 PM to discuss additional sign quotes and new logo design ideas
 - c. Building Committee- will meet in fall to do walk through of building interior and exterior
 - i. Motion made by Kylene Nix to purchase (2) glass enclosed bulletin boards for the vestibule area to hang required documents (minutes, notices, etc) and community events, to spend up to \$450; seconded by Laura Dahlquist. Roll call vote results unanimously "yes" (4-0). Motion passed.
 - d. HR Committee- met several times to discuss hiring of new director.
 - i. Melissa Rohen accepted position on 7/12/21 and agreed to start 7/26/21. Her annual salary is \$38,000.
 - ii. Library clerk Kathie has requested to cut her hours in half, library will accommodate her for time being.

- iii. We will reassess salary/wages budget line in 30 days, some restricting may be required to stay within guidelines.
 - e. Strategic Planning Committee- to meet 8/23 @ 4:00 PM to discuss patron survey slated for January 2022 and new 3 year plan (2022-2025).
 - f. Backyard Project Committee- met several times to create a plan and ARPA grant application submission. Will meet again once grant awards are announced
 - g. Millage Committee- will meet in fall. Shirley from Kent County District Library and Michigan Trustee Alliance has agreed to help with passing the millage.
- 5. Director's Report
 - a. Review June metrics, programs and correspondence. Metrics available at the library.
 - b. Jen has reported on Summer Reading Program:
 - i. 103 children participants
 - ii. 33 adult participants
 - iii. Over 1000 books read so far by participants
 - iv. Over 270 books earned and distributed as prizes
 - v. 250 program attendees in 8 programs so far
 - vi. Over 270 prizes earned and distributed so far (books, Subway, Dairy Depot, and pizza coupons)
 - vii. Possible adding a 4th outdoor movie in August before school starts and also bringing Whispering Pines Zoo program
 - c. Last year of audit contract with Vredeveld Haefner, LLC. Kylene Nix will work on getting more quotes for auditing services before we resign with them.
 - d. Minimum wage increasing to \$10.10 effective January 2022.
 - e. Will open Saturdays after Labor Day from 11-2 with programming to attract public. Motion made by Kylene Nix to open Saturdays starting 9/11 from 11-2. Seconded by Laura Dahlquist. Motion passed.
- 6. Ongoing Business
 - a. Window Update- waiting on quote from Reed City Glass for fixing the installation of the windows in the community room.
 - i. Insurance representative does not feel the improper installation of the windows by Earl's constitutes an insurance claim.
 - b. ARPA Grant- submitted on 7/15 by Lyndsey and Jen. Hopefully find out if awarded in August. The grant submission was distributed to board members via email. It is also available at the library.
- 7. New Business
 - a. Assistant Director adjustments
 - i. Jen is accepting role of Assistant Director once again, under Melissa Rohen as Executive Director.
 - ii. Jen is requesting the same interim director pay of \$16.50 to continue to first pay period in September and a rate of \$15.00 an hour thereafter for 30 hours per week (increased from previous Assistant Director rate of \$13.50).
 - 1. Motion was made by Laura Dahlquist to pay Jen \$16.50 until first pay period of September and \$15.00 thereafter for 30 hours per week.

Second by Cecile Slywka. Roll call vote resulted in unanimous "yes" (4-0). Motion passed.

- b. Consider Open House to meet new director- 8/17 during open hours (11-7) will be open house to introduce Melissa Rohen as new RCADL Executive Director. Cookies and punch will be served. Laura and Kylene will be in charge of punch, Lyndsey will arrange for cookies.
 - c. Crossroads Festival- RCADL will have a tent and host a pop-up StoryWalk® at Children's Carnival on 8/21. Tent will also have a craft and raffle, as well as information and bags with children events flyer.
 - i. Book sale during whole week prior.
 - ii. Melissa will create a Facebook event to share and GACC will also share.
 - d. RCADL will attend the GT Norman Elementary Open House to distribute bookmarks, information, and flyers on 8/25. Will do the same on 8/23 when the Community Preschool holds their open houses 9-12 and 3-6. We will also distribute one book to each preschooler.
8. Adjournment
- A motion was made by Laura Dahlquist and seconded by Cecile Slywka to adjourn. It passed. Meeting adjourned at 8:02 PM.

Respectfully Submitted in absence of secretary,



Lyndsey Eccles-Burchett, President RCADL