

Reed City Area District Library Board Meeting

October 25, 2021 6 p.m.

829 S. Chestnut St., Reed City, MI 49677

Present:

Lyndsey Eccles, President, Reed City

Kylene Nix, Treasurer, Reed City

Bette Newell, Secretary, Lincoln Township

Laura Dahlquist, Trustee, Richmond Township

Cecile Slywka, Trustee, Richmond Township

Melissa Rohen, Director

Dan Burchett, Citizen

Absent:

Vacancy: Lincoln Township Trustee

Vacancy: Green Township Liaison

Vacancy: Cedar Township Liaison

1. Call to order and attendance

The meeting was called to order by Lyndsey Eccles at 6 p.m. Attendance was noted by Bette Newell.

2. Approval of Agenda

A motion was made by Cecile Slywka and seconded by Bette Newell to accept the agenda as presented. It passed.

3. Approval of Consent Agenda

A motion was made by Bette Newell and seconded by Kylene Nix to approve the consent agenda, consisting of the September 27, 2021 minutes and the bills. Financial documents were not available as they were not received from our accountant. It passed.

4. Citizen's request and/or comments

None

## 5. Standing Committee Reports

- A. Budget and Finance-quarterly budget review meeting on November 8, 2021 at 4 p.m. at library.
- B. Digital Sign Committee-meeting set for October 27, 2021 at 4 p.m. at library.
- C. Building Committee-They did meet and do a fall walk around and submit a report found in this packet.
- D. Strategic Plan Committee- need to schedule meeting.
- E. Millage Committee- meeting scheduled for November 16, 2021 at 1:30 p.m. in the library.
- F. HR Committee- will meet immediately after the millage meeting on November 16, 2021.

## 6. Director's Report

Metrics are available at the library.

The auditor will be attending the next meeting with his report.

October Highlights are in the Board Packet which is available for inspection at the library.

A People Fund Grant proposal has been submitted for tablets to be used for catalog searches in the adult and children's section.

The new website is up and running, all primary services are working.

The possibility of sponsoring a community shredding day was discussed.

Melissa will send out an email concerning her progress on her 30/60/90 day plan and also put it on the agenda for the next meeting.

## 7. Ongoing Business

### A. Window Update

Melissa did have a reply from Earls saying they no longer put in aluminum windows and blaming the problem with the windows on lack of gutters.

She also received a letter from Wakefield Construction Company saying they were no longer in business.

She did not receive any reply from Reed City Glass.

It was decided to reach out to some other glass places in the surrounding area to find someone who is willing to try to fix the windows.

B. ARPA Grant Update

No update has been received. It is hoped to have some communication by next week.

C. Grant Opportunities

No new grant proposals were identified this month.

8. New Business

A. Vice President Vacancy

Cecile Slywka agreed to fill the office of Vice President until new elections in January.

B. Open Meetings Act

Melissa reviewed some points on the open meetings act that are different now than during the height of the pandemic. These guidelines are also available in the Board Packet at the library.

C. Thanksgiving Closure Dates

The Board confirmed that the library will be closed on 11/25 and 11/26 2021.

D. A motion was made by Laura Dahlquist and seconded by Kylene Nix to approve up to \$200 for the purchase of new pages for the story walk of the book, CAT'S COLORS. A roll call vote was taken. Yeas: Cecile Slywka, Kylene Nix, Lyndsey Eccles, Bette Newell, Lyndsey Eccles. Nays: None. It passed.

9. Adjournment

A motion was made by Bette Newell and seconded by Laura Dahlquist to adjourn the meeting. Meeting adjourned at 7:23 p.m.

Respectfully Submitted,

Bette Newell, Secretary, RCADL

Next Board meeting of the RCADL will be November 29, 2021 at 6 p.m. in the RCADL Community Room.