

**REED CITY PUBLIC LIBRARY**  
**Minutes of the Board Meeting**  
**Monday February 27, 2012**

Members Present:

- Heather Symon – Library Director (ex-officio)
- Jen Thorson – Assistant Library Director
- David Bisbee- Board Member, City Council Representative
- Christine Cox- Board Member, Vice President, City Representative
- Judy Knuttila – Board Member, Secretary, City Representative
- Kim Vanema- Board Member, Hersey Township Representative
- Phil Noreen - Board Member, City Representative
- Sarah Potts – Board Member, Green Township Representative
- Juanita Ripley – Board Member, President, City Representative
- Barb Schneider – Cedar Township Representative, Board Member
- Jackie Gerould - Richmond Township Visitor
- Nadine White – Board Member, Treasurer, City Representative
- Wanita Kampmueller – Lincoln Township Visitor
- Jerry Minier - City Visitor
- Jane Keebler - Pinora Township Representative, Board Member
- Open, Richmond Township Representative

**1. Call to Order**

The meeting was called to order at 7:00p.m. by Juanita, the Board President, in the Reed City Public Library Community Room. A quorum was present.

**2. Approval of Agenda**

Motion made by Nadine, seconded by Phil to approve the agenda. Motion was approved by all.

**3. Approval of Previous Minutes & other meetings, if applicable (1/12/12)**

Motion was made by Phil and seconded by Nadine to approve the minutes of the January 12, 2012 meeting, with one correction. Approved by all.

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

Wanita Kampmueller reported that Reed City Spectrum Health Hospital is presently working on a project and attempting to raise funds for that. Therefore they are unable to give monetary support to the Library project at present, but may be able to provide an ambulance for the "Touch a Truck" fundraiser in June.

- a. Jerry will check with the Hospital about having flyers about the Library events posted on their Hospital bulletin board.

- b. There is also the possibility to piggyback with the Hospital for the 5K race event in the fall, to enable a walk with the race by volunteering the Library Board and Library staff members to help out at the event as another fundraiser.
- 5. Report from City Council Representative – David**  
None
- 6. Finance Report-Nadine**
7. Nadine reviewed the bills and all seemed in order. Total monthly expenses for the Library were \$2051.65. New Facility monthly expenses were \$458.32, but the grand total is \$2,509.97. \$16.00 from Utilities was moved to Equipment to balance the budget. So far, we are doing ok with the Library budget. Motion made by Nadine, seconded by Judy to approve the bills as presented. All in favor.
- 8. Committee Reports**
- a. New Facility Committee Report  
Nadine made a motion, seconded by Phil to approve the revised Naming Rights as presented. This includes price ranges from Naming the Library building to Children’s areas to Restrooms and everything else in between. Also, Jen requested that a “Little Potty” be included in the Family bathroom for use by the “Little Library Patrons”. All in favor.
  - b. Personnel Committee Report & Policy-Sarah  
Nothing new to report.
- 9. Director’s Report-Heather**
- a. The BTOP Federal grant has come through and the computers and Printer/Fax have arrived. This includes eight patron computers which will be up and running within the week.
  - b. Heather presented a summary of the Richmond Township meeting. They plan on paying all due payment/penal fines due next year and remain very supportive of the Library.
  - c. Heather reported that circulation has been up, income slightly down, video and computer usage normal, copier use and fines has been the same, and fax availability by the public has been greatly appreciated.
  - d. March is Reading month. Events planned are a family movie matinee featuring “A Grinch Stole Christmas” to coordinate with Dr Seuss’s Birthday celebration and will feature Dr. Seuss characters. Story hour by Wanita Kampmueller about quilting , guessing the numbers of candies in the candy jar on the Library desk and also Amnesty month to eliminate patrons having to pay book fines and assuring the return of Library books. A book sale will be held at the Library and include a rummage sale of no longer needed Library items in order to make

space available for necessary items. The sale runs from March 21st to the 24<sup>th</sup> during open Library hours. VIP night will be from 5:00pm to 7:00pm on Tuesday night March 20<sup>th</sup>. This will enable selected patrons a chance for early selection of books prior to the book sale on Wednesday. This sale will include a select group of books donated to the Library by a Ferris professor at special prices.

- e. Recent grant applications
  - i. Osceola Country Community Foundation request for grants is due this Thursday.
  - ii. Heather is currently working on a Dollar General grant that has to be submitted by tomorrow. Heather is also checking on a Humanity Council Grant.
  - iii. Heather reported she is working on a speaker to address the book club when they discuss “Black Eden” (about Idlewild) in May.
  - iv. The Country has agreed to an extension for the Library lease which will be for another two years. The lease will be flexible. The County was very agreeable and supportive about the extension.

## **10. Old Business**

None

## **11. New Business**

- a. Motion made by Juanita, seconded by Nadine to approve the increase in petty cash to be kept in the Library cash register. Motion carried.
- b. Jerry introduced the need to provide large print books for the Extended Care Facility at Reed City Spectrum Hospital.
- c. Since we have 3-5000 books at the New Facility for sale, it was mentioned that a supply of “used” books could be placed at various facilities around town (Chamber, Hospital waiting area, Jail, Vic’s, Infusion center, the Hospital) with a donation pig collection bank available as an incentive to voluntarily give back to the Library for services rendered.
- d. Jerry also discussed about how the Library could give back to our troops for serving our country by sending them requested reading material and having boxes paid for by volunteer community minded folk. She volunteered her services to spear head this project.
- e. The Library will again participate in the City Wide Garage Sale event with a book sale at the New Facility.
- f. Another popular event will be the presentation of a wine tasting this fall.

- g. Businesses in the community who could be contacted for donation requests were discussed. Also ways to get schools more involved with raising money for the Library ensued.

## **12. Adjournment**

The meeting was adjourned at 8:00pm by Juanita, RCPL Board President. All members in favor.

The next Board Meeting will be held on Monday March 26, 2012 at 6:30 PM in the Reed City Public Library Community Room. The New Facility meeting will be held at 6:00pm prior to that meeting.

Respectfully submitted,

Judy Knuttila  
Reed City Public Library Board, Secretary

Final Draft

Minutes approved at the Reed City Public Library Board Meeting on March 26, 2012.