

Reed City Area District Library Board Meeting

March 21st, 2022; 6 pm

RCADL Community Room • 829 S. Chestnut St. Reed City, MI 49677

Present:

Lyndsey Eccles, President, Reed City

Melissa Tonn, Vice President, Lincoln Twp.

Kylene Nix, Treasurer, Reed City

Laura Dahlquist, Trustee, Richmond Twp.

Cecile Slywka, Trustee, Richmond Twp.

Irene Balowski, Green Twp. Liaison

Melissa Rohen, RCADL Executive Director

Absent:

Bette Newell, Lincoln Township

Cedar Township Liaison, OPEN

1. Call to Order and Attendance
 - A. The meeting was called to order by Lyndsey Eccles at 6:01 p.m. Attendance was noted.
2. Approval of Agenda
 - A. A motion was made by C. Slywka and seconded by K. Nix to approve the agenda as presented. It passed.
3. Approval of Consent Agenda

A motion was made by L. Dahlquist and seconded by C. Slywka to approve the Consent Agenda consisting of the February Bills (financial statements not available) and minutes of regular meeting February 28, 2022. Motion passed as amended with addition of Story Walk as line "D" under Ongoing Business.
4. Citizen's request/Public Comment- none
5. Board President Comments- just a reminder that if you must miss a meeting, you cannot attend via phone or virtually, as these are not currently options available to the general public- this is per the Open Meetings Act. Minutes are taken at each meeting and can be referenced for information missed in absence as they are made available to public as well.

6. Standing Committee Reports

- A. Budget and Finance- Waiting for updated financial statements from bookkeeper. Will meet for quarterly budget review as soon as they are received.
- B. Digital Sign Committee- final quote from Valley City Signs selected by committee (from a total of 5 companies/quotes reviewed by committee). Copy of Valley City Sign quote provided in 3/21/22 board packet.
- C. Building Committee- will meet TBD. Continue work on items identified in Fall '21 review and plan a spring review.
- D. Strategic Planning Committee- will meet 4/11/22 @ 2:00 PM at RCADL to work on an updated mission statement to accompany new branding
- E. Millage Committee- Did not meet in Feb. L. Eccles attempted to reach out to Shirley of KDL for assistance with upcoming steps, has yet to receive a reply. Will attempt to follow up again. Meeting TBD.
 - i. L. Dahlquist had pamphlet from BRPS detailing millage/bond renewal that she thought would be helpful in planning our upcoming renewal request.
- F. HR/Policy Committee- TBD- policy updates, M. Rohen has been reviewing and has notes of suggestions for updates. Also, discuss timeline for review of M. Rohen.

7. Director's Report (see RCADL board packet dated 3/21/22)

- Submitted OCCF Grant for SRP.
- Community Room is continuing to see increased usage- Jan. 193 people used for various events, excluding staff/meeting space use.
- M. Rohen and L. Eccles met with Cargill representative, Sarah Spruit to discuss possible grant funding projects. First project being a food nutrition and garden series this spring/summer. Second being a future boardwalk project in the wetlands south of the library- this would need to be in coordination with the Phillip Neri Catholic Church, as they own some of the property.
- Brainstorming ways to give cardholders priority for popular events to ensure the public that funds the library is given first opportunity to attend- possibly after a certain period for cardholders only, anyone in the community would be able to sign up.
- Resignation by library clerk who worked 10 hrs a week, may consider continuing with only two remaining clerks going forward- possibly extending their weekly hours to compensate.
- M. Rohen will meet with 3 new volunteers.
- Possible grant requests from MMLL (Story hour tactile/sensory programming) and GLE (outdoor games/furniture to be used to expand outdoor summer movie night programs to family outdoor games and movie night evenings).
- Coordinating with GFWC for possible board game collection donation to be used to expand teen engagement and programming.
- Program attendance for 15 events in Feb. was 193; 3 passive program participation in Feb. was 139.
- M. Rohen's schedule is 35 hours per week. She works from 7:30 AM to 3:30 or sometimes 4:30 PM generally Monday – Thursday. She is available outside of these hours by arrangement also.

8. Ongoing Business

- A. Window update- M. Rohen has reached out to several companies and is waiting to meet with P. Noreen for recommendations.

- B. Community Room Floor/Tile Discussion Update
 - i. Quotes for both cleaning/waxing and also completely replacing floor were presented. Also, vinyl floor samples were available for review. Board opted to table decision until more quotes were received for an initial cleaning/waxing of the VCT tile currently in place and for its ongoing maintenance costs (M. Rohen has been having difficulty getting responses from companies she has reached out to).
 - ii. Vinyl flooring overlay would cost roughly \$4,000, with little to no further upkeep beyond routine cleaning.
 - iii. It was also mentioned that if we plan to rent the room out, we may consider updating for a more modern aesthetic.
- C. Grant Opportunities
 - i. GLE (outdoor furniture/games), OCCF (SRP), TC Energy (digital sign), Cargill (nutrition series, boardwalk), and MMLL (story hour tactile learning).
- D. Story Walk- will change book to "Cat's Colors" as soon as ground is thawed enough to install an extra kiosk to accommodate the longer book. K. Nix noted that teachers are asking about taking classes to visit StoryWalk before school ends. Also, kiosks should be stained this year.

9. New Business

- A. Purchase of Storage Shed
 - i. Several quotes gathered by M. Rohen contained in the board packet 3/21/22.
 - ii. M. Rohen states that the need for a shed is great, as the library is out of storage space for large items (furniture mostly) and if we expand our outdoor activities we will need to store those items also (i.e. corn hold boards, etc...).
 - iii. Board opted to table decision.
- B. Replacement of lights at circulation desk
 - i. Current lights (3 pendants in total) are expensive and not budget friendly. Will replace with new lower cost option in similar contemporary style.
 - ii. K. Nix made a motion to allow the Building Improvement committee to spend up to \$100 per fixture with a total allotment of \$300. M. Tonn seconded. Role call vote completed. Passed 5-0.
- C. Garden/Memorial Tree discussion
 - i. Garden area was identified by building committee as an area needing updating after Fall '21 review.
 - ii. M. Rohen will reach out to associate who planted native gardens around the City of Ewart to see if she can come to next meeting to discuss her recommendations.
 - iii. A possible educational/interactive approach in the garden was discussed- including stakes with plant names/genius, info board about native plants, pollinators, etc.
 - iv. Possibly relocate 2 donated memorial bushes or replace with small trees including memorial markers in backyard.
 - v. Discussion will continue, no action taken
- D. Approval to accept proposal from Valley City Sign for new outdoor sign
 - i. Motion made by M. Tonn and seconded by C. Slywka to move forward with contacting TC Energy with this provided quote for funding possibility. Motion passed. M. Rohen will email R. Stieg with the quote for next steps.

E. Approval of Policy Change for board meeting and new meeting schedule for switch to first Tuesdays of the month at 6:00 PM. List included in board packet 3/21/22. Motion made by K. Nix and seconded by C. Slywka.

10. Board Dynamics- this line will continue to stay on the agenda monthly for discussion and reminders regarding board expectations and best practices. This is to encourage a more effective and organized board as a whole.

i. Quick discussion on each member being 1/6th of the board and having opportunity to share opinion. Also, mindful of being confrontational and making others uncomfortable. L. Eccles committed to stopping any such behavior quicker than in past.

11. Adjournment

A motion was made by C. Slywka and seconded by M. Tonn to adjourn the meeting. It passed. Meeting was adjourned at 7:53 PM.

Respectfully Submitted,

Lyndsey Eccles

RCADL President

A handwritten signature in cursive script, reading "Lyndsey Eccles".

Next regular meeting of the RCADL Board to be held on April 5, 2022 at 6 p.m. at RCADL in Community Room.