

REED CITY PUBLIC LIBRARY
Minutes of the Board Meeting
Monday, July 26, 2010

Members Present:	<u>X</u>	Christine Cox
	<u>X</u>	Marilyn Hummel
	<u>X</u>	Rich Saladin
	<u>X</u>	Maureen Watson
	<u>X</u>	Karen Zais
City Council Representative:	—	David Bisbee
Township Representatives:	<u>X</u>	Barb Schneider, Cedar Township
	<u>X</u>	Sarah Potts, Green Township
	—	Kathy Menezes, Hersey Township
	<u>X</u>	Sandy Gingrich, Lincoln Township
	—	Jane Keebler, Pinora Township
	<u>X</u>	Robbie Svegel, Richmond Township
	—	None assigned, Village of Hersey
Library Director (ex-officio):	<u>X</u>	Amy Bontekoe
Assistant Library Director	—	Heather Symon

1. Call to Order

The meeting was called to order at 6:03 p.m. by Marilyn, the President, in the Reed City Public Library Community Room. A quorum was present.

2. Approval of Agenda

The motion made by Karen, seconded by Rich, to approve the agenda passed unanimously.

3. Approval of Minutes

The motion made by Karen, seconded by Maureen, to approve the Monday, June 28, 2010 minutes as read passed unanimously.

4. Citizen's Requests/ Public Comment

United Way is implementing a 211 system that will allow the caller to learn about resources in an area code. Linda Myers and Amy are working to get the Reed City Public Library listed in the 211 system.

5. Report from City Council Representative

David emailed the following report: City Council approved the Library's purchase of building. Both Planning Commission and City Council approved the Special Use Permit. Phase I is complete. Phase II testing completed, but awaiting final report. Karen is in contact with Stephanie from AKT Peerless. Amy added that the new weight master is getting a lot of use which translates to a larger penal fine income for the library next year.

6. Report of Finances

Approval of Bills

The motion made by Karen, seconded by Maureen, to approve the bills as corrected with a new total of \$2282.14 passed unanimously.

Finance Update

Karen reported that when the June bills are included in the year end statement the library will be \$700 in the black without using fund reserve. Great job Amy and staff!

When reading the Balance Sheet the line IP Cash Fund is the line we refer to as fund reserve. The goal is to carry a fund reserve balance at 25% of the operating budget.

7. Committee Reports

New Facility Committee Report

The environmental Phase II results are expected tomorrow, however, no odor was noticed when the samples were taken so a good report is expected. A special board meeting is scheduled for Wednesday, July 28, 2010 at 5:00 p.m. to take action in the event the Phase II report raises

issues that the board would need to address. Anticipating an all clear report, the closing on the Reed City Area Public School (RCAPS) Administration Building is scheduled for Friday, July 30, 2010 at 9:00 a.m. in the Reed City Reality Office. The director will check with the Superintendent and invite representatives from the Cadillac and Reed City newspapers to a changing hands ceremony, photo opportunity at the future library site at 9:30 a.m. on July 30, 2010. The committee learned that David Belden will donate his time to make the necessary changes to the locks when the library takes possession of the current RECAPS Administration Building.

The Pledge Management Program Committee (PMPC) reported that the Reed City Public Library Endowment fund contract needs to be submitted to our lawyer for approval and once complete Christine will contact Marilyn regarding the necessary signatures; pledge cards are being overhauled with a detachable portion to return to the library and that thank you letter / tax receipt forms were created – examples of both were presented for review; pledge reminder postcards and a grant tracking system are in the design phase; the pledge management spreadsheet is still being revised to incorporate the information on the pledge card as it is revised; and the committee shared a list of ideas they would like to pursue including a donated items wish-list, the possibility of including pledge cards with the city and township tax bill mailings, and hosting open house / reunion type events at the school.

The PMPC will hold their next meeting at 4 p.m. on Monday, August 2, 2010 in the RCPL Community Room.

The board has directed, upon the receipt of a favorable Phase II report, the New Facility chair to request a proposal from the architects so that the board can make an informed decision regarding the direction and timing of the detail work yet to be completed.

The New Facility Committee will hold their next meeting at 6 p.m. on Monday, September 13, 2010 in the RCPL Community Room.

Personnel and Policy Committee Report

None

8. Director's Report

The director's health insurance has been set up with LeBarron and will go into effect on August 1. The director was referred to library policy to handle the disruption of patrons leaving their children unattended while the person responsible for them is using the internet or sends them to the library without supervision.

Computer Update – When the staff computers went down the director called in Tim Anderson, the technician who takes care of the Citizens bank, Cadillac and Evart libraries computers. His rates are \$40 for the first hour and \$30 for each additional hour. He installed steady state on the computers to reset the computers to their original setting every night and set them up to automatically shut down at 5 min to close with two warnings prior to shutting down.

Staff Schedule Changes – Heather Symon took a job with the Cadillac Library part time and will not be available in the Reed City Library on Friday and every other Saturday.

The library staff will walk in the Crossroads Parade Friday, August 20, 2010 at 6:00pm and will hold a Book Sale during library hours at the library on August 18, 19, and 20 as a part of the Crossroads Festival events.

The motion made by Barb, seconded by Maureen to resume Saturday library hours from mid October through mid April passed unanimously.

The Piggy bank fundraiser six month Report shows the income total at \$1069.68. Many thanks, to Jen for her hard work and dedication to this fundraiser.

Penal Fine six month checks came in today for a total of \$25,874 although \$31,000 was expected. If the trend remains the same the library projected income will be down about \$12,000 for this year.

The staff evaluations will be completed within the next 2 weeks. It was recommended that the Director use these evaluations to help set goals to be presented at the August meeting.

9. Old Business

It was suggested that the Policy committee look into a policy regarding the community room use for profit organizations. The director will look into the depot's rental policy for guidance.

10. New Business

The motion made by Christine, seconded by Karen, to go into closed session to discuss a personnel issue at 7:40 pm passed unanimously. The board came out of closed session at 8:07 p.m.

Amy has accepted a media specialist position in the Houghton School District.

The motion made by Karen, seconded by Maureen, to regretfully accept Amy's resignation effective August 20, 2010 passed unanimously.

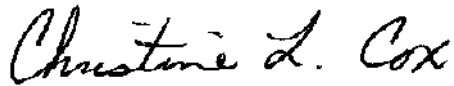
The motion made by Karen, seconded by Christine, to offer Heather Symon the interim director position at \$14 per hour effective August 23, 2010 passed unanimously.

Karen submitted her resignation letter from the new facility chair position effective September 13, 2010 citing family commitments.

11. Adjournment

The motion made by Christine, seconded by Maureen, to adjourn the meeting passed unanimously and the meeting was adjourned at 8:25 p.m. The next Board meeting will be held on Monday, August 30, 2010 at 6:00pm in the Reed City Public Library Community Room.

Respectfully submitted,

A handwritten signature in cursive script that reads "Christine L. Cox".

Christine L. Cox
Reed City Public Library Board, Secretary