

REED CITY PUBLIC LIBRARY
Minutes of the Board Meeting
Monday, December 16, 2013

Members Present:	<u>X</u>	Christine Cox, President
	<u>X</u>	Mary Neal, Treasurer
	<u>X</u>	Phil Noreen, Vice President
	<u>X</u>	Deb Adsmond, Secretary
	—	Open, Trustee
City Council Representative:	<u>X</u>	David Bisbee
Township Representatives:	<u>X</u>	Barb Schneider, Cedar Township
	—	Char Oden, Green Charter Township
	—	Kim Venema, Hersey Township
	—	Jacqui Gerould, Lincoln Township
	—	Kay Lux, Pinora Township
	—	Linda Stieg, Richmond Township
Library Director (ex-officio):	<u>X</u>	Heather Symon
Assistant Library Director	—	Jen Thorson

Visitors:

1. Call to Order

The meeting was called to order at 5:36 by Christine Cox, the President, in the Reed City Public Library Community Room. A quorum was present.

2. Approval of Agenda

The motion made by Phil Noreen, seconded by Mary Neal, to approve the agenda as presented was passed unanimously.

3. Approval of Minutes

The motion made by Mary Neal, seconded by Phil Noreen, to approve the Monday, November 25, 2013, board minutes was passed unanimously.

4. Citizen's Requests/ Public Comment

None.

5. Report from City Council Representative

David Bisbee reported that the district library formation and corresponding resolutions is an agenda item for the City Council meeting occurring later this evening.

6. Report of Finances

A motion by Mary Neal, seconded by Deb Adsmond to approve the bills after the addition of the utility bill of \$405.38 passed unanimously. The sub-total for operations was \$ 3,396.37 and the sub-total for New Facility was \$13.53, for a grand total of \$3,409.90.

7. Committee Reports

New Facility Committee Report

Heather Symon gave a District Library update noting that the next District Exploratory Committee meeting is to be on Thursday, January 2nd at 7 pm. Also, Heather reported that the County has agreed to a lease extension of two years, but it was determined a new lease was needed in light of not being able to locate a "complete" lease. The lease will be redrafted and Sue VanderPol, County Administrator, will forward it to be reviewed and approved. Mary Neal has expressed willingness to help pursue and apply for small grants to help with the new facility building project. David Bisbee noted that he would give Mary Neal some background information for completing small grants.

Personnel and Policy Committee Report

There was some discussion on revising the non-resident fee for families whose main residence is outside of our service area to use the library and updates are needed to the policy manual regarding personnel policy. It was decided that the personnel committee will have to address these issues and advise the Library Board. The agreement was that the current policy manual will have to be up-to-date, with currently approved policy, for the District Library committee by the February 24th board meeting.

8. Director's Report

Heather Symon gave an update on Pinora and Green Townships as related to their contracts and penal fines. Pinora submitted a letter to discontinue services with the library. They have met their requirements and will be done on June 30, 2014. Green Township issued a response that stated they will continue with both Reed City Public Library and Big Rapids Public Library and will continue financial support with just penal fines. Green Township may consider support of library services through a future millage.

Heather also reported that the 3rd Annual Wine Tasting/Silent Auction event will proceed on 2/8/14 with a "Love your Library" theme. The Moose Lodge and the wine distributors have both stated that they will proceed with the fundraiser. Heather asked for volunteers to seek donations of handcrafted items and business donations.

The date for the Walk-A-Thon is 1/23/14. Envelopes will be made available for walkers and sponsors.

9. Old Business

Phil Noreen asked about the amount received from the piggy banks. Heather and Christine reported a sub-total of \$910.44 with an estimated total of over a thousand dollars.

10. New Business

A motion was made by Mary Neal, seconded by Phil Noreen and approved unanimously to adopt the 2014 Library Board meeting schedule and was approved unanimously.

11. Adjournment

The motion made by Mary Neal and seconded by Phil Noreen to adjourn the meeting at 6:15 pm, passed unanimously. The next Board meeting will be held on Monday, January 27, 2014 at 6 pm in the Reed City Public Library.

Respectfully submitted,

Debra Adsmond
Reed City Public Library Board, Secretary