

Reed City Area District Library Board Meeting
November 28, 2016; 6 p.m.
RCADL Community Room

Present:

Phil Noreen, Vice President, Reed City
Mary Neal, Treasurer, Reed City
Terry Blood, Richmond Township
Tom Burnosky, Richmond Township
Bob Duke, Hersey Township Liaison
Heather Symon Bassett, Director
Christine Cox, President, Reed City
Jason Mitchell, Vredeveld Haefner, LLC, Visitor

Absent:

Bette Newell, Secretary, Lincoln Township
Twila Betzing, Lincoln Township
Green Township Liaison, Open
Cedar Township Liaison, Open

1. Call to Order

The meeting was called to order at 6:00 p.m. by Christine Cox. A quorum was present.

2. Approval of Agenda

A motion was made by Tom Burnosky and seconded by Terry Blood to approve the agenda as amended. It passed.

3. Consent Agenda

A motion was made by Tom Burnosky and seconded by Phil Noreen to approve the consent agenda, including minutes for October 24, 2016 and November 15, 2016, the approval of the November bills and acceptance of October financial reports including account balances. It passed.

4. Citizen's requests/Public Comment

Christine reported that Ed Wallace has been picking up green shelving from storage on behalf of the Chase Library and that plans are being made for Trinity Lutheran School to obtain a desk from storage as well. Christine tentatively has planned a workday in storage with volunteers for Thursday, December 1, 2016 at 8 am.

5. Committee Reports

A. Finance Reports

None

B. Director's Evaluation Committee

None

C. Personnel and Policy Committee

None

D. Strategic Planning Committee (Special Committee)

None

6. Director's Report (see attached)

Heather noted that of five requests for proposals sent for snow removal services, three businesses returned proposals and two of those arranged site visits as requested. Snowmen Plow Services was selected for snow removal with site visit

and cost being the biggest considerations. Heather also reported the Halloween Trick-Or-Treat attendance was down significantly from the previous year and that it may be worthwhile to consider an alternative program for the following year. The process of the forthcoming Director job search was discussed.

7. Old Business

None.

8. New Business

A. Jason Mitchell, Vredeveld Haefner LLC, presented the 2015/2016 audit.

He explained the financial statements and noted that the 2015/2016 fiscal year was not over budget. He said there were no difficulties with management. For the Board's consideration, he explained custodial credit risk and the potential benefit of dividing library funds between a savings and checking account. He explained that there were some audit adjustments to convert cash basis statements into full accrual statements that were provided to Crossroads Business Solutions. Financial reports for the 2016/2017 Fiscal Year are being produced on the full accrual basis of accounting, so that conversion will not be required in the future. He did report that during the audit, some uncaptured and budgeted tax revenue due to the library was discovered. That revenue has since been received.

B. There was discussion regarding the advisability of combining the building and operations funds and bank accounts with Jason and he indicated one consideration would be that the accounting software that the Library currently utilizes may be limited in delineating building funds from operational funds.

C. There was discussion regarding incorporating a proposed Strategic Planning Committee description into bylaws. It was agreed that it was sufficient to state on record that the Committee will have a target of on or before December 31, 2017, to have a written strategic plan in place. Bob notified the group of the availability of a volunteer, Sadie Wiltshire, to pursue funding options to assist with securing an outside facilitator.

D. There was discussion of covers for air conditioning units. Phil volunteered to explore options to have them covered for the winter.

E. Christine notified the Board of the need to revise the Board bylaws in January to correspond with a Technical Amendment to the District Library Agreement made in 2014.

F. A December library potluck party signup was circulated amongst board members. The December 19, 2016 Board meeting will occur at 5:30 pm, with the Board Meeting to follow.

9. Adjournment

A motion was made by Phil Noreen and seconded by Terry Blood, to adjourn the meeting. It passed. Meeting adjourned at 7:15 p.m.

Respectfully submitted,

Heather Symon Bassett

Next meeting of RCADL Board to be held on December 19, 2016 at 5:30 p.m. in the community room of the RCADL.

Approved on December 19, 2016