

REED CITY PUBLIC LIBRARY
Minutes of the Board Meeting
Monday, January 27, 2014

Members:

Christine Cox, President
 Mary Neal, Treasurer
 Phil Noreen, Vice President
 Deb Adsmond, Secretary
 Open, Trustee

City Council Representative:

David Bisbee

Township Representatives:

Jacqui Gerould, Lincoln Township
 Char Oden, Green Township
 Kay Lux, Pinora Township
 Linda Stieg, Richmond Township

Library Director (ex-officio)

Heather Symon

Assistant Library Director

Jen Thorson

Visitors:

1. Call to Order

The meeting was called to order at 6:15 pm 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 Deb Adsmond to approve the agenda as presented was passed unanimously.

3. Approval of Previous Meeting Minutes

The motion made by Deb Adsmond, seconded by Phil Noreen to approve the Monday, December 16, 2013 board minutes was passed unanimously.

4. Citizen's Requests/Public Comment

Heather Symon, reports that one patron of the library who was wishing to donate books to the library was unhappy to discover that the Reed City Public Library is not currently taking book donations. There have been signs posted for the past few months stating that the library is unable to take book donations at this time, which is due to space limitations.

5. City Council Report

David Bisbee reports that the special meeting with Dick Butler on 1/13/14 went well and the City Council meeting on 1/20/14 ended with a unanimous vote to approve the district library agreement. David also reports that the city has authorized and accepted bids to tear down the Osceola Inn. A state grant is to pay for the demolition. The city has seen numerous visitors this winter due to the large number of snowmobiler going through on the trail.

6. Finance Report

A motion by Phil Noreen, seconded by Deb Adsmond to approve the bills after two additions (\$1,500 for NuGen Systems for "Cloud Technology" and \$253.56 for a book purchase from Smart Apple Media)passed unanimously. Christine Cox reported that the sub-total for operations was \$8,434.11, new facility sub-total of \$27.03, with a grand total of \$8,461.14.

Heather reported that in 2014 can draw \$300 dollars out of the Osceola Community Foundation account. The Huntington Band account balance is \$344.48 which is no change from the previous report. The online deposit option is nonfunctioning at this time due to changes in Google's policies.

7. New Facility Committee Report

1. Lincoln Township, Richmond Township, and the City of Reed City have approved the district library agreement and have appointed representatives through resolutions and appropriate signatures. Heather had Dick Butler review the documents and he has suggested minor clarifications and Heather is to follow up as appropriate.

A motion was made by Phil Noreen and seconded by Deb Adsmond to approve the district library agreement as presented and appoint representatives through resolution. The motion was unanimous and the agreement was signed and resolution completed as designated.

Paul Olson is willing to come to the February 24, 2014, board meeting and has provided a tentative liability insurance quote. The City of Reed City will cover workman's compensation until the District Library is permanently funded through a millage.

2. David Bisbee gave an update on the Michigan Competative Grant Assistance Program building grant application. Grant applications were received until 1/24/14. The Library should have a response by the middle to end of April regarding the status of our grant application.
3. Heather reported on the USDA Equipment Loan and Grant and Construction/Renovation loan. The USDA needs to have updated documents along with a report on our progress toward renovation of the building. There was discussion as to whether or not to revise the USDA federal funds requested for both applications. The motion was made by Phil Noreen and seconded by Deb Adsmond that the Library reduce the USDA federal fund request to \$800,000 on the construction loan application and retain the currently obligated USDA federal funds of \$258,000 direct loan funds and \$ 75,000 grant funds (total \$333,000) on the equipment loan application. The motion passed unanimously.

8. Personnel Committee Report

Christine reported that the personnel policy manual needs to be reviewed prior to the District Library formation. Jacquie volunteered to read over the operating policy manual prior to our next meeting. We can vote at the February 24th to approve the operating policy manual. Discussion of raising the non-resident fee may be left to the District Library Board. Heather will research how other libraries handle non-resident fees and will present the information to the board at the February meeting.

9. Director's Report

The New Year, New You Library Walk was a big success. There were over 20 walkers and to this date over \$700 had been raised with the expectation of the total being over \$1000 dollars once all outstanding donations are collected.

Heather requested volunteer "pourers" for the Wine Tasting event on 2/8/14. Phil, Christine and Deb all volunteered to be pourers.

Heather also reported on the Great Michigan Read events at the RCPL. The book Annie's Ghost is the title for discussion this year and there are additional events such as a tour of the state hospital in Traverse City that are being planned accordingly.

10. Old Business

None

11. New Business

Barb Schneider has resigned her position as Cedar Township representative. She is seeking a replacement for her position.

Mary Neal is recovering from back surgery and has offered to pursue smaller grants while is she recuperating

12. Adjournment

The motion, made by Deb Adsmond and seconded by Phil Noreen, to adjourn the meeting at 7:33 pm, passed unanimously. The next board meeting will be held on Monday, February 24, 2014 at 6 pm in the Reed City Public Library.

Respectfully submitted,

Debra Adsmond
Reed City Public Library Board Secretary