

**Reed City Area District Library
Minutes of the April 28, 2014 Board Meeting**

Members present:

Christine Cox, President, Reed City
Phil Noreen, Vice President, Reed City
Mary Neal, Treasurer, Reed City
Bette Newell, Secretary, Reed City
Edie Betzing, Richmond Township
Terry Blood, Richmond Township
Jacquie Gerould, Lincoln Township
Heather Symon, Library Director (ex-officio)
David Bisbee, City Council Representative

Members Absent

Char Oden, Green Charter Township Representative
Kay Lux, Pinora Township Representative
Jen Thorson, Assistant Library Director

1. Call to Order

The meeting was called to order at 6:06 p.m. by Christine Cox, the President, in the Reed City Area District Library Community Room. A quorum was present.

2. Approval of Agenda

The motion was made by Bette Newell and seconded by Edie Betzing to approve the agenda as presented. It passed unanimously.

3. Approval of Minutes

A motion was made by Mary Neal and seconded by Phil Noreen to approve the minutes of the special meeting of April 10, 2014 as corrected and the Finance Committee meeting of April 21, 2014 as presented. It passed unanimously.

4. Citizen's requests/Public comment

none

5. Finance Report

- a. A motion was made by Jacquie Gerould and seconded by Edie Betzing to approve the bills as presented including the memo bill designating payment to Minervini Group of Traverse City and the Traverse City History Center. It passed unanimously.
- b. Heather reported that the Huntington Account for online donations stands at \$344.49.
- c. A motion was made by Terry Blood and seconded by Edie Betzing to approve the preauthorization policy for payroll as presented. It passed unanimously.

6. Committee Reports

- a. Heather states the Finance committee will have a budget to present at the next Board meeting.

7. Director's Report

- a. Heather reports receiving a \$138.50 donation from West MI Credit Union which will be used for furnishings that will be used in the current and new Library locations.
- b. Heather requested a one time gift of \$25 for appreciation for staff for service during the City to District Library transition. These were donated by David Bisbee and Jacquie Gerould.

c. Heather notified the Board that she agreed that Barb Westerberg will make contact to MMI to handle the State of Michigan withholding tax for employees. The Board was in agreement.

8. Old Business

- a. David Bisbee gave a handout explaining a simple IRA that we might make available to our employees. The Finance Committee will investigate further.
- b. David Bisbee agreed to update the New Library Project History Summary.
- c. David Bisbee distributed an August 2013 rough estimate from a local contractor regarding the renovation of the 829 South Chestnut Street property into a usable Library. This encouraged much discussion and revisiting of estimates and sources of income as we move toward a debt service millage to complete just the renovation of the 829 South Chestnut Street property without the originally requested addition. The Board is still in agreement that it is not feasible to finance an addition to that property at this time. Mary Neal will speak with local bankers this week to see if the restructuring of the Library as a District Library will now allow us to qualify to borrow money locally at as competitive a rate as that offered by the United States Department of Agriculture (USDA). Two special Board meetings were planned so a final decision can be made on how much millage for which to ask and, at the second meeting, approve millage wording for the August 5 ballot. The first special meeting will be Thursday, May 1, 2014 at 6:00 p.m., the second, Thursday, May 8, 2014 at 6:00 p.m., both taking place in the Reed City Area District Library Community Room.

9. New Business

- a. A motion was made by Terry Blood and seconded by Phil Noreen to approve the perpetual operating millage resolution with millage wording to go on the ballot August 5, 2014 for the Reed City Area District Library. It passed unanimously. Yeas: Christine Cox, Mary Neal, Jacquie Gerould, Phil Noreen, Edie Betzing, Bette Newell, Terry Blood. Nays: none
- b. The Board will supply minutes to the City of Reed City and Richmond and Lincoln Townships. Heather will e-mail them to these entities.
- c. Christine, Heather and Bette will confer, after verifying necessary wording with Barb, and draft a letter to be sent to the Downtown Development Authorities (DDAs) of Reed City and Richmond, asking them to not "capture" on the Reed City Area District Library millage for debt service.
- d. SPECIAL MEETINGS ARE SCHEDULED THURSDAYS, MAY 1, 2014 AND MAY 8, 2014 TO FOLLOW UP ON ITEMS ASSOCIATED WITH POTENTIAL DEBT SERVICE MILLAGE INCLUDING BALLOT WORDING.
- e. Christine reported on Web site changes initiated by the Library of Michigan, our current host, which are expected to be implemented within the year.

10. Adjournment

A motion was made by Edie Betzing and seconded by Terry Blood to adjourn the meeting. It passed unanimously. Meeting was adjourned at 7:50 p.m.

The next regular Board meeting will be held on Monday, May 19, 2014 in the Reed City Area District Library Community Room at 6:00 p.m.

Respectfully submitted,

Bette Newell
Secretary
Reed City Area District Library