

Reed City Area District Library Board Meeting
April 1, 2019
RCADL Community Room
829 S. Chestnut St., Reed City, MI 49677

Present:

Lyndsey Eccles, President, Reed City
Terry Blood, Vice President, Richmond Township
Kylene Nix, Treasurer, Reed City
Bette Newell, Secretary, Lincoln Township
Melissa Tonn, Trustee, Lincoln Township
Mary Neal, Green Township Liaison
Tom Burnosky, Director

Absent:

Cecile Slywka, Trustee, Richmond Township
Jenny Garska, Hersey Township Liaison
Cedar Township Liaison, OPEN

1. Call to Order and Attendance

The meeting was called to order at 6:03 p.m. by Lyndsey Eccles. A quorum was present. Attendance was noted by Bette Newell.

2. Approval of Agenda

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

3. Approval of Consent Agenda

A motion was made by Terry Blood and seconded by Melissa Tonn to approve the consent agenda, consisting of February 25, 2019 minutes, with a correction and approval of the bills. It passed.

4. Citizen's requests/Public Comment

None

5. Standing Committee Reports

Budget-Did not meet but meeting scheduled for April 22, 2019 at 3:45 p.m.
Human Resources-scheduled to meet on April 25th at 1 p.m. to discuss Tom's yearly evaluation. Location to be decided.
Strategic Planning-The committee did meet and presented the board with an updated list of what had been accomplished.
Building Improvement-Did meet with the Window glazing company and discussed possible solutions to the problem of the window freezing in frigid weather. The window representative did some replacing of gaskets in many windows that were not properly done. He will put "straws" in the most southeast window of the library and caulk up the remaining empty space and see if that is any help. We will not

be able to really tell if there is an improvement until the weather gets really cold again. Other options for the windows were discussed. They will meet on April 2, 2019 at 1 p.m. to order chairs, art for the back wall and charging stations for the computer tables. Holding an open house to highlight the new look of the computer area was discussed. A motion was made by Melissa Tonn and seconded by Terry Blood to authorize the committee to spend up to \$5,000 on chairs, décor and charging stations and possible children's literacy area furniture. A roll call vote was taken. Yeas: Melissa Tonn, Kylene Nix, Terry Blood, Lyndsey Eccles, Bette Newell. Nays: None It passed.

6. Director's Report

A. Review February metrics, programs and correspondence, (see attached)

B. District Presentation

Tom reported that he attended the Richmond Township meeting and they were appreciative of the library. Lyndsey attended the Green Township meeting and shared with them the binder of information provided by Tom and said they were receptive and engaged with the information.

7. Ongoing Business

A. Strategic Plan Goals – will be discussed next month.

B. Tom will pass on some of our concerns about the cleaning to the cleaners.

8. New Business

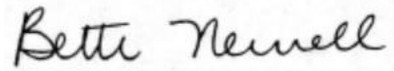
A. Bette made a motion and seconded by Melissa to spend not more than \$200 for 6 shrubs to complete the landscaping in front of the library. A roll call vote was taken. Yeas: Melissa Tonn, Lyndsey Eccles, Kylene Nix, Bette Newell and Terry Blood. Nays: None It passed.

B. The Board discussed MINIMUM UNASSIGNED FUND BALANCE. The lowest number of our balance in Fiscal Year 2016 was \$92,900 and in FY 2019 it is \$189,005. Priorities for the upcoming budget were listed by Tom as Technology (new computers), Increase in Collection, Increase Payment on our loan, Increase hours open, A program for homebound patrons, Capital Improvements. The Board listed as priorities, keeping low fund balance at 40% of budget, increasing hours, increasing collection size and fixing the parking lot. We hope to be able to get grants for technology and homebound patron program.

9. Adjournment

A motion was made by Kylene and seconded by Melissa to adjourn the meeting. It passed. Meeting adjourned at 8:07 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Bette Newell". The ink is dark and the signature is written on a light-colored background.

Bette Newell, RCADL Secretary

Next Library Board Meeting is April 29, 2019 at 6 p.m. in the Reed City Area District Library Community Room.