

REED CITY PUBLIC LIBRARY
Minutes of the Board Meeting
Monday, February 28, 2011

Members Present:

Heather Symon-Library Director (ex-officio)
Sarah Potts-Green Township Representative
Juanita Ripley-City Representative
Jen Thorson-Assistant Library Director
Judy Knuttila-City Representative
Wuanita Kampmueller – Community visitor
Nadine White-City Representative
Kathy Menezes-Hersey Representative

1. Call to Order

The meeting was called to order at 6:05 PM by Sarah in the Reed City Public Library Community Room. A quorum was present.

2. Approval of Agenda

The motion made by Judy, seconded by Nadine to approve the agenda passed unanimously.

3. Approval of Minutes

Approval of minutes was tabled until the next meeting by Kathy, seconded by Nadine.

4. Citizen's Requests/Public Comment

None

5. Report from City Council Representative

Not available. Dave is still in Arizona.

6. Report of Finances

Approval of Bills

The motion was made by Nadine, seconded by Juanita to approve the bills as reviewed by Nadine.

Finance Update

Penal fine update

1. Penal fine are \$5,000 less than projected, but budget for 2010-2011 is okay. Motion was made by Nadine and seconded by Juanita to approve tentative budget.
2. Nadine and Heather worked on tentative year end projections and estimated amounts needed for 2011/2012 budget and will submit it to City Hall before February 25, 2011. Preliminary budget is due March 18, 2011 and the recommended budget to council is due April 18, 2011.
3. Staff wages/director proposal submission. Heather Symon will submit her application for the position of Library Director and she gave her requested salary, with a start date of March 21, 2011. She suggested that Jennifer Thorson's position be changed to Assistant Director, with an increase in salary. Heather suggested a salary increase for the other staff, Candy and Heather.
4. Request motion to pursue Summer Reading Program Revenue Line item with city for better tracking. Motion was made by Judy, seconded by Nadine and approved by all.

7. Committee Reports

a. New Facility Committee Report

1. Nestle Inn Fundraiser raised approximately \$500.00. Nestle Inn owners, Shari and Rich, are willing to sponsor another fundraiser in the future.
2. Bigby's Fundraiser will be held the first Wednesday of May, June and July from 6 PM to 9 PM. One dollar for each cup of coffee sold will be donated to the new library.
3. There will be a fundraising meeting on March 9th at 1 PM. Some of the ideas are Carnival, book sale,

concession stand during the city-wide yard sale. The street in front of the library could be closed for safety. Another idea is a wine tasting and art option for the fall, with donations from various local artists.

4. Vote on letter indicating RCPL control of New Building funds. Library monies shall be controlled by the library, not the city. Sarah will send David an email regarding this issue.
5. Sarah will submit Feasibility report to Valarie (USDA). A push is needed to the DDA to find out where we stand and to also get their input in writing. Nadine and David to attend the next DDA meeting. Heather is to check with the county about their plans for the building (Library), our options if we can't move out when we are supposed to... June 2012, rent charges, and our present concerns. Heather will email board members before the next New Facility meeting. Sarah will contact and ask Rich Saladin and Karen Zais, to stand in temporarily for two to four months in order to guide us in our endeavors.
6. New Library Project video update
The new video will include a history of present library, new building, services provided and reasons for a new library.

The taped WII segment had a good turnout with children. Children in the segment must have parent permission slips giving permission for their child to be in the segment. The permission slips will be available at the library.

Future video taping will include local community library patrons.

Expenses incurred by the college students to do this video will be paid from the New Facility Funds. Expenses include \$15 for mileage and \$150 for an external drive.

- b. Personnel Committee Report & Policy Committee Report
See New Business

8. Director's Report

- a. Heather reported that library circulation is down from the last two years. There are fewer families checking out children's books. The library is to get early reader books and will promote them. At the next staff meeting this will be discussed.

Calendar events will be posted two months ahead and will include holiday library hours. The decision about the revised Friday hours was tabled by Kathy until the next meeting. This was seconded by Nadine.

- b. Four new computers were installed via OCCF grant. The library was responsible for paying \$720. For the set-up of these computers. This fee was not covered by the grant.
- c. Present new library project at city planning meeting as planning project March 7, 2011. Judy needs help with this section. Heather will attend March 7, 2011, city planning meeting to discuss basic details of the New Library Project.

9. Old Business

- a. None

10. New Business

- a. Election of New Officers-
It was decided that all five voting board members should hold an office. The motion was made by Juanita, seconded by Nadine to hold an election. Sarah proposed a slate of officers and the following officers were elected: Juanita is President, Jodi is the Vice President, Treasurer is Nadine, Secretary is Judy and Christine is Trustee.
- b. Committee descriptions (New Facility; Personnel and Policy, Finance)

c. Selection of Committee members & chairs-

Members of these committees can be city or township representatives. The New Facility Chair is Juanita, Personnel and Policy will be David, with Sarah as Chair. Chair for the Finance/Budget will be Nadine and Heather. A motion was made by Nadine, seconded by Judy to approve selection of committee members and chairs. An email will request full attendance at all New Facility meetings.

Motion for adjournment at 8:22 PM.

The motion to close was made by Juanita and seconded by Jen.

Next meeting will be March 28, 2011-Monday @ 6PM.

Respectfully submitted,

Judy A. Knuttila
Reed City Public Library Board