

Reed City Area District Library Board Meeting
October 30, 2017 at 6 p.m.
RCADL Community Room

Present:

Phil Noreen, President, Reed City
Lyndsey Eccles, Treasurer, Reed City\
Bette Newell, Secretary, Lincoln Township
Twila Betzing, Lincoln Township
Terry Blood, Richmond Township
Cecile Slywka, Richmond Township
Bob Duke, Hersey Township Liaison
Mary Neal, Green Township Liaison
Tom Burnosky, Director
David Bisbee, Citizen
Tracy Kailing, Citizen
Jason Mitchell, Auditor, Vredeveld Haefner LLC

Absent:

Cedar Township Liaison, Open

1. Call to Order and attendance

The meeting was called to order at 6 p.m. by Phil Noreen. Attendance was noted by Bette Newell.

2. Approval of Agenda

A motion was made by Twila Betzing and seconded by Terry Blood to approve the agenda as amended. Amendments included striking item 6b and adding item 8j. (public access printer/fax/scan machine.) It passed.

3. Approval of Consent Agenda

A motion was made by Twila Betzing and seconded by Cecile Slywka to approve the Consent Agenda as presented. It includes the minutes of the RCADL Board meeting of September 25, 2017 and the special meeting of the RCADL Board of October 11, 2017. It also included the bills and financial statements. It passed.

4. Citizen's Requests/Public Comment

Cecile Slywka was introduced to the board as the new representative for Richmond township.

David Bisbee requested that all the old agendas and minutes from the past 2 years be posted on the website. Tom reported that the last three audits have been posted on the website.

5. Standing Committee Reports

A. Budget and Finance Committee. They will be having a meeting on November

1 at 5:30 p.m in the RCADL Community Room. Tom reported that the accountants will be there.

- B. Personnel and Policy Committee. None
- C. Strategic Planning Committee. A motion was made by Bette Newell and seconded by Terry Blood to place Lyndsey Eccles on the Strategic planning committee with Mary Neal and Twila Betzing. It passed.
- D. Director's Evaluation Committee- New Director 6 month review. Lyndsey reported that the 6 month evaluation of Tom was completed by all the members of the board and it was compiled by Lyndsey and distributed back to the members. Phil presented the evaluation to Tom and Lyndsey reported that it was generally favorable.
- E. Executive Committee. None.

6. Director's Report

- A. Tom reviewed the September metrics and programs. The drop in circulation of library materials was noted and discussed.
- B. Tom reported that the People Counter is up and working and he reported on the traffic patterns that they are identifying.

7. Ongoing Business

None

8. New business

- a. and b. Audit Report presentation by Jason Mitchell
 - Jason reported that in order to conduct an appropriate audit of the library's financial situation, he had to convert the cash basis financial statements prepared by our accountants into full accrual financial statements and then to prepare the financial statements and appropriate disclosures. This takes more time and subsequently more expense. The Library has determined that for subsequent audits the contracted accounting service will be engaged to perform the necessary adjustments for the library's financial statements to be in accordance with accounting principles generally accepted in the United States of America.
 - Jason also reported that Tom was very effective in getting him what he needed for the audit.
- c. Tom reported that he completed a job review on Jenn Thorsen, the assistant director that was very positive. He suggested a merit increase to be retroactive from October 2, 2017 and to be raised to the rate of \$13.00 per hour. A motion was made to this effect by Twila Betzing and seconded by Terry Blood. A roll call vote was taken. Yeas: Phil Noreen, Lyndsey Eccles, Terry Blood, Cecile Slywka, Bette Newell, Twila Betzing. Nays: None. It passed.
- d. Tom reported that he received a request from the city manager to house a Iraq War Monument that has been donated by a Reed City family. It would be housed in the library until a suitable site is completed. Tom will organize a small program to accompany its arrival.
- e. Tom requested a rate increase for copies made on our machines. The

suggested changes , which will be made in the operations manual are, 50 cents for color and 25 for black and white copies. A motion was made by Terry Blood and seconded by Cecile Slywka to this effect. It passed.

f. Tom presented the service hours of area libraries of similar size. He suggested we change our hours on Tuesday from 11 a.m.-7 p.m., to 9 a.m.-7 p.m., and also change

Thursday hours from 11 a.m.-7 p.m.to 11 a.m.-5 p.m.. This would not change the amount of hours

open, only their distribution. Tuesday has been shown to be our busiest day of the week, using information from the people counter. A motion was made by Terry Blood and seconded

by Twila Betzing to change our hours as presented by Tom. It passed.

This change will go in to effect in December.

g. It was decided to close the library over the Thanksgiving weekend, to include Thursday, Friday and Saturday.

h. Tom has collected a couple of quotes for snowplowing, but is going to gather a few more. He is considering approaching the school to see who they use.

i. Tom suggested getting floor mats from CINTAS to protect our carpeting during the wet months. A motion was made by Twila Betzing and seconded by Terry Blood to contract with CINTAS for one month replacements of mats for entry and in front of circulation desk and one scraper mat at a cost of approximately \$75. This gives Tom authority to contract for twice monthly if he deems it necessary. He will try to negotiate for 9 months use rather than 12 months. A roll call vote was taken. Yeas: Twila Betzing, Bette Newell, Cecile Slywka, Terry Blood, Lyndsey Eccles, Phil Noreen. Nays: None.

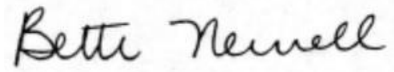
Bob Duke brought forth the point that last month we tabled a discussion of the possibility of allowing the Hersey Township Liaison a vote on the RCADL Board. Since it was not listed on the agenda, he brings it forth at this time. He recommended that the RCADL to reach out to the Hersey community to try to get them on board in support of our library. Tom Burnosky stated he will be happy to meet withTom Fabus about this issue.

j. Tom reported that our fax machine is broken and we need a copy machine/fax/printer for public use and suggested we purchase an Epson WorkForce Pro WF-R4640 EcoTank Wireless All-in-One Printer for \$1199.99. This will not be behind our firewall and copies will be available to the public with charge for service. A motion was made by Terry Blood and seconded by Lyndsey Eccles to purchase the printer just described. A roll call vote was taken. Yeas: Lyndsey Eccles, Terry Blood, Cecile Slywka, Bette Newell, Twila Betzing, Phil Noreen. Nays: None

9. Adjournment

A motion was made by Lyndsey Eccles and seconded by Terry Blood to adjourn the meeting. It passed. Meeting adjourned at 8:32 p.m.

Respectfully submitted,

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

Bette Newell, RCADL Board Secretary

Next meeting of RCADL Board is November 27, 2017; 6 p.m. in the RCADL Community Room.