

REED CITY PUBLIC LIBRARY
Minutes of the Board Meeting
Monday, March 25, 2013

Members Present:	<u>X</u>	Christine Cox, President
	<u> </u>	Open, Secretary
	<u>X</u>	Phil Noreen, Vice President
	<u>X</u>	Deb Adsmond, Trustee
	<u>X</u>	Nadine White, Treasurer
City Council Representative:	<u>X</u>	David Bisbee
Township Representatives:	<u> </u>	Barb Schneider, Cedar Township
	<u> </u>	Char Oden, Green Township
	<u> </u>	Kim Venema, Hersey Township
	<u> </u>	Jacqui Gerould, Lincoln Township
	<u>X</u>	Kay Lux, Pinora Township
	<u> </u>	Open, Richmond Township
Library Director (ex-officio):	<u>X</u>	Heather Symon
Assistant Library Director	<u> </u>	Jen Thorson
	<u>X</u>	Ron Howell, Acting City Manager, Visitor

1. Call to Order

The meeting was called to order at 6:08 p.m. by Christine, the president, in the Reed City Public Library Community Room. A quorum was present.

2. Approval of Agenda

The motion made by Nadine White, seconded by Phil Noreen, to approve the agenda as presented passed unanimously.

3. Approval of Minutes

The motion made by Nadine White, seconded by Deb Adsmond, to approve the Monday, March 4 2013 minutes as read passed unanimously.

4. Citizen's Requests/ Public Comment

None reported.

5. Report from City Council Representative

David Bisbee reported that Ron Howell, current Acting City Manager, is a candidate for the position of City Manager. He reported that City Council reviewed a list of top ten priorities with Ron. He also noted that there was a past due bill that should have been remitted previously by the City, but payment has been addressed.

6. Report of Finances

The motion made by Nadine White, seconded by Phil Noreen, to approve the bills as presented passed unanimously. A current statement for the Library's Huntington account for online donations was presented and it was noted that \$300 has been deposited in the account to avoid future minimum balance fees. Christine Cox will contact Huntington to have previous minimum balance fees reversed. Heather Symon noted that the petty cash account was reimbursed in the amount of \$ 21.10, as City Hall indicated that expenses in that amount previously approved for a retirement luncheon for a staff were not allowable expenses. It was noted that City Hall will utilize the Library's 2012/2013 budgeted amounts for the tentative 2013/2014 Library budget. The Library has a budgeting committee meeting scheduled for March 28, 2013, and expects to adopt a revised 2013/2014 budget shortly.

7. Committee Reports

New Facility Committee Report

Ron Howell, Acting City Manager, introduced himself and spoke about his background with libraries and public service. Ron discussed general information about millages, Downtown Development Authorities and district libraries and his thoughts regarding the viability of these options to assist in funding of the New Library Project. Following Board discussion, Ron agreed to introduce the idea of becoming a district library to City Council for consideration. He did note that township representatives presently may not make motions, second a motion or vote, which would not be the case if the Library were to become a district library. He also discussed a potential personal property tax cut, which is to be on the ballot at a state level this fall and the challenge that might present to City finances. Heather Symon reported USDA loan/grant updates for the two active applications related to the New Library Project. It was noted that there will be an item on the agenda for the April 29, 2013 board meeting for

an open public forum to discuss the New Building Project, which will meet requirements for both applications. Deb Adsmond is working on accessibility self-evaluation forms for the future site at 829 S. Chestnut as Heather Symon continues to work on other documents requested to update the USDA applications. A special meeting was scheduled for April 8, 2013, to discuss revising the amount request for the active USDA construction application as well as other issues that may be applicable at that time. Revised New Building Project tri-folds were presented by Deb Adsmond and minor revisions will be made. Following revisions, the Library will print them and Deb will assemble and distribute them to local businesses and organizations. Christine Cox provided a reminder and discussed details regarding the New Building Project Tupperware Fundraiser scheduled for March 28, 2013.

Personnel and Policy Committee Report

It was noted that a personnel policy meeting to consider adjusting MichiCard and Non-resident fee policies was not needed at present, but may need to be revisited in the near future. No committee meeting was scheduled. There was a motion made by Deb Adsmond, seconded by Nadine White, to approve the E-Reader policy as corrected.

8. Director's Report

Heather Symon reviewed that circulation was within a normal range for February 2013 and that income, especially with regards to fines, was slightly higher as compared to the same month the past several years. Heather noted that at the last Mid-Michigan Library League (MMLL) meeting there was an agenda item up for discussion for the MMLL to require all member libraries to have a 3/10 mil support paragraph in library contracts as related to the requirement for state aid. There was discussion of that item and it was decided that attendees would bring the idea back to their respective boards and then revisit that item at the May 2013 MMLL meeting. Heather indicated that she would be attending the next Green Township meeting to present Library news and field questions. Heather will be contacting both Lincoln Township and Hersey Township regarding potential contract renegotiation, as both presently plan on withdrawing from the contracted service area.

9. Old Business

10. New Business

Phil Noreen recommended that any new board members or township representatives who have not yet visited the future location of the Library at 829 S. Chestnut do so.

11. Adjournment

A motion was made by Nadine White, seconded by Phil, Noreen, with a unanimous vote of approval to adjourn at 8:13 p.m. The next Board meeting will be held on Monday, April 29, 2013 at 6:00pm in the Reed City Public Library Community Room.

Respectfully submitted,

Heather Symon
Reed City Public Library, Director
Staff appointed Reed City Public Library Board, Recorder