

REED CITY PUBLIC LIBRARY
Minutes of the Board Meeting
Monday, July 25, 2011

Members Present:

- Heather Symon – Library Director (ex-officio)
- Jen Thorson – Assistant Library Director
- David Bisbee, Board Member, City Council Representative
- Christine Cox, Board Member, Trustee
- Judy Knuttila – Board Member, Secretary, City Representative
- Kathy Menezes, Board Member, Hersey Township Representative
- Phil Noreen, Board Member, City Representative
- Sarah Potts – Board Member, Green Township Representative
- Juanita Ripley – Board Member, President, City Representative
- Robbie Svegel – Board Member, Richard Township Representative
- Nadine White – Board Member, Treasurer, City Representative
- Wuanita Kampmueller – City Visitor

1. Call to Order

The meeting was called to order at 6:08PM by Juanita, the Board President, in the Reed City Public Library Community Room. A quorum was present.

2. Approval of Agenda

Motion made by Judy, seconded by Christine to approve the agenda. Motion was approved.

3. Approval of Previous Minutes& other meetings, if applicable

A motion was made by Nadine, seconded by Judy to approve the Monday, June 11, 2011 minutes with corrections. Motion carried.

4. Citizen's Requests/Public Comment

None

5. Report from City Council Representative-David

David reviewed recent problems at the sewage plant and zoning a new industrial area.

What is the best decision the board can make regarding?

1. 1 mill levied in perpetuity for District Library
2. Selling current building and building new from ground up
3. 2.2 mill for renovation. Can it be done for less?
4. Request 4-5 contractors for bids for renovation and new building
5. Sarah will send out email requests for contractors with cover letter, site and floor plan and renderings.

6. Report of Finances-

a. Approval of Bills (including memos) - Nadine

- a. Nadine reviewed the bills and approved bills as submitted. Motion made by Nadine and seconded by Christine to approve bills as submitted. Motion approved and passed.

b. Finance Update:

Motion made by Christine, seconded by Nadine to sign IT agreement with Spec Tec Computers of Reed City and approved by all. Contract can be reviewed quarterly.

Motion was made by Christine and seconded by Nadine to return \$500 to the Osceola County Community Foundation from new building fund for unused grant money for sign for the New Facility. Motion approved by all.

Phil to ask Bill Lutz, South Park Homes, to advertise library updates on his digital sign.

7. Committee Reports

a. New Facility Committee Report

1. Fundraising: July 16 Event \$452.25 from book sale, Rummage \$343.60, Bookmarks \$25.50, Stress balls \$6.75, wristbands \$10.00, Key chains 0, Concession \$93.50. Total \$480.35
2. Next new fundraiser is Fall Fiesta @ Nazarene Church coordinated by Linda Proefrock; September 10, 5-7 pm. Library Board is responsible for the cost of ingredients and selling the tickets. Clean-up volunteers are David, Nadine and Sarah.
3. Possible Rummage/Book Sale at New Facility in November.
4. Will have book sale at Crossroads Festival.

b. Personnel Committee Report & Policy Committee Report-

None

8. Director's Report

- a. Pam Symonds, local author, will do a book signing on August 4, 2011 from 5-7 pm. The motion made by Christine, seconded by Juanita, to approve all local authors for selling their book during book signings held at the Reed City Public Library, as long as a portion of the proceeds are donated to the library at the directors discretion, passed unanimously.
- b. Letter Janette Kailing Sanginiti would like to coordinate St. Phillips reunion with the opening of library and possibility of St. Phillips exhibit in new library. Motion approved by all.
- c. Vacation Policy unclear. Needs work.
- d. Christine made a motion, seconded by Juanita to approve Heather's request for a 1% increase in pay for Candy and Heather. This increase was approved in last year's budget.

9. Old Business

The board discussed concerns of Cedar Township.

The following committees were formed:

Budget/ Finance Committee: chaired by Nadine, members: Christine and Heather.

Personnel and Policy Committee: chaired by Sarah, members: Heather, Jen and Juanita.

New Facility: chaired by David, members: all able bodies.

10. New Business:

Approve board meeting schedule & New Facility schedule for July 2011 until June 2012. Motion was made by Christine, seconded by Juanita, approved by all.

Board welcomed newest board member, Phil Noreen.

11. Adjournment

Motion was made by Christine, seconded by Judy to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 8:05 PM.

The next Board meeting will be held on Monday, August 29, 2011 at 6:00PM in the Reed City Public Library Community Room.

Respectfully submitted,
Judy Knuttila
Reed City Public Library Board, Secretary