

REED CITY PUBLIC LIBRARY  
Minutes of the Board Meeting  
Monday, November 29, 2010

Members Present:	<u>X</u>	Christine Cox
	<u>X</u>	Marilyn Hummel
	<u>X</u>	Rich Saladin
	—	Nadine White
	—	Karen Zais
City Council Representative:	<u>X</u>	David Bisbee
Township Representatives:	<u>X</u>	Barb Schneider, Cedar Township
	<u>X</u>	Sarah Potts, Green Township
	—	Kathy Menezes, Hersey Township
	—	Sandy Gingrich, Lincoln Township
	—	Jane Keebler, Pinora Township
	—	Robbie Svegel, Richmond Township
	—	None assigned, Village of Hersey
Library Director (ex-officio):	<u>X</u>	Heather Symon
Assistant Library Director	—	Jen Thorson

**1. Call to Order**

The meeting was called to order at 6:23 p.m. by Marilyn, the President, in the Reed City Public Library. A quorum was present.

**2. Approval of Agenda**

The motion made by David, seconded by Rich, to approve the agenda passed unanimously.

**3. Approval of Minutes**

October 25, 2010 minutes will be reviewed at the December 13, 2010 meeting.

**4. Citizen's Requests/ Public Comment**

None – Visitors Present: Juanita Ripley, Wanita Kampmueller

**5. Report from City Council Representative**

The Representative reported that he sent a letter to the school board and attended their meeting to request they reconsider selling the sign in front of the new library building to the library for \$500.

The school board will take it under advisement.

The City Representative conducted a meeting with the Chairman of the Downtown Developmental Authority (DDA) in which he requested the DDA add the new library project to their agenda for the July 2011 budget. The Chairman's concern was that the DDA not take on debt beyond the life of the organization which is currently scheduled to end July 2017. The City Council would need to take action for the DDA to exist another 15 to 20 years beyond 2017 which would allow them to assist the RCPL with the New Library Project.

In a meeting with the City Manager the Representative requested that the City Manager become more involved in the New Library Project.

The next goal of the City Representative is to assist the Mayor in finding motivated, qualified individuals to fill current and anticipated future open positions on the RCPL Board.

**6. Report of Finances**

**Approval of Bills**

The motion made by Christine, seconded by Rich, to approve the bills totaling \$9,436.61 as presented passed unanimously.

**Finance Update**

We currently have three line items that will need to be addressed in the budget, however, there may be a fourth so we will wait until we receive the final electric bills on the 829 S. Chestnut Street property and verify the whereabouts of the Wava Woods grant funds before taking action. The Adapt-a-magazine program should be ready for implementation prior to the next board meeting – Jen is spearheading this new program.

## **7. Committee Reports**

### **New Facility Committee Report**

The motion made by Christine, seconded by Rich, to proceed with the Ferris State University Television Student creation of a New Library video to use in presentations passed unanimously.

The new facility chair explained that although we are approved for USDA Grants totaling \$175,000 the USDA no longer has grant funds and, in light of the last election, does not expect to receive any more in the near future. The USDA still has loan money and can currently issue our approved \$1.7 million dollar loan, however, the longer we wait to accept the money the lower our chances of receiving it. We have not accepted the loan yet because we are not currently in a position to make loan payments.

The presentation with the General Federation of Women's Clubs (GFWC) went well and the members have made a formal decision to hold a fund raiser to benefit the New Library Project after the first of the year.

The fliers for the Bennigan's fund raiser, which will be held Thursday, December 9, 2010, are expected at the library on November 30 by 5 pm. The library will receive 20% of the proceeds from customers presenting a copy of the flier when they eat at Bennigan's on December 9<sup>th</sup>. The director will see that the flier is emailed to all library friends on the email list including the GFWC and the Chamber of Commerce. The Chamber will notify the DDA members. Additionally, she will notify Shannon Hartley of the Pioneer Osceola Edition and have Heather C. post it on Facebook. Rich will notify Nichol Hamner of the Voice. Christine will post it on the RCPL web site and Jen and Juanita will see that it is available in area businesses. Heather will verify with Jen or Bennigan's if we can make quarter page copies to share or if the fliers must be full page.

The architectural survey hard copy has been received at the library from LCM Surveying & Engineering out of Marion.

The New Facility Committee will not hold a December meeting due to the RCPL Board and Staff Christmas Pot Luck Party. The committee will be attempting to meet bimonthly for a while. The next new facility committee meeting will be Monday, January 10, 2011 at 6:00 in the RCPL Community Room.

### **Personnel and Policy Committee Report**

None

## **8. Director's Report**

The director reported that circulation is down from this time last year even if the internet and library registration cards had not been removed from the count, however, the numbers are consistent with 2008 circulation; an error was made in last months year to date circulation calculation and the correct number should be 12,528; this month's year to date circulation figure is 15,466; the total, in library, revenue for this month (October) is \$223.30; and the library offered 11 programs for the month.

The director and Cedar Township Representative attended the November 22, 2010 Cedar Township meeting and presented the three options discussed at the Budget and Promotion Meeting and highlighted at the last board meeting. The Township council will consider the information and respond within the next month to the library with their decision.

On a positive note Cedar Township has agreed to mail our new library information with their next Tax billing in July 2011.

Per Jim Lawrence at MMLL, due to outside litigation with the State our July Library State Aid maybe delayed until September. We usually receive aid in April and July. We are currently scheduled to receive a 21% increase in state aid over what we received last year.

Our new Experience Works employee, Julie, is great! So great in fact she has been hired away to her previous Experience Works company and will be leaving us to start there on December 6, 2010. Although you were only with us a short time we will miss you Julie and wish you well. The board was happy to hear that Julie is willing to become an on call clerk for the library.

Before Tracy left the library she submitted the RCPL for BTOP Funds which are for technology upgrades. When Heather checked on the funds she learned that we had been approved for five new computers and must purchase them by September 2012. These will be new patron computers.

The Osceola County Community Foundation (OCCF) grant funds for four computers will be used to replace one patron computer, purchase a director computer, and replace two staff computers – one for the work room and one at the circulation desk. We should have the OCCF grant money in four to six weeks. We have two computers with major issues at the moment and the board discussed waiting for the grant funds to remedy the problems, however, the director felt the problems were fixable, within our budget and will contact our tech support person.

## 9. Old Business

None

## 10. New Business

The Board and Staff Christmas pot luck food will be coordinated by Heather Symon. The staff gifts will be coordinated by Sarah Potts. David Bisbee will invite the City Manager, Ron; our joint committee members from the DDA, Ron and Bob; and joint committee member from the city council, Marleen, to join us on Monday, December 13, 2010 at 6 p.m. in the RCPL Community Room.

The scheduled election of officers will be tabled until January at which time we hope to have a full board once again.

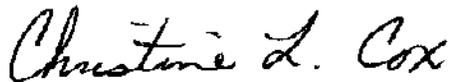
Marilyn will no longer be a city resident therefore must tender her resignation.

The motion made by Rich, seconded by Barb, to regretfully accept the resignation of Marilyn Hummel from the RCPL Board passed unanimously.

## 11. Adjournment

The motion made by Christine, seconded by Rich, to adjourn the meeting passed unanimously and the meeting was adjourned at 7:20 p.m. The next Board meeting will be held on Monday, December 13, 2010 at 5:30 p.m. in the Reed City Public Library Community Room.

Respectfully submitted,



Christine L. Cox  
Reed City Public Library Board, Secretary