

Reed City Area District Library Board Meeting
November 27, 2017 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
Pat Kailing, Crossroads Business Services

Absent:

Cedar Township Liaison, OPEN

1. Call to order

The meeting was called to order by Phil Noreen at 6:02 p.m.

2. Approval of Agenda

A motion was made by Twila Betzing and seconded by Bette Newell to approve the agenda as amended. It passed.

3. Approval of Consent Agenda

A motion was made by Terry Blood and seconded by Twila Betzing to approve the Consent agenda, consisting of the October 30, 2017 minutes and the approval of the bills and financial statements as presented. It passed.

4. Citizen's requests/ Public Comment

Pat Kailing addressed the board. He stated that the Crossroads Business Services no longer will be providing financial services to the RCADL. He stated that the relationship between the Library and Crossroads "just doesn't seem to be working." He stated they will finish up October's financial business and will continue to do our payroll until we have someone else to perform this service for us. Pat was thanked by Phil Noreen for the extra hours of work that they performed for the library. Tom Burnosky will search for a replacement for this service.

5. Standing Committee Reports

A. Budget and Finance Committee

A meeting was set up for November 28, 2017 at 5:30 p.m.

B. Personnel and Policy Committee

None

C. Strategic Planning Committee

Mary Neal, Twila Betzing and Lyndsey Eccles are on this committee.
They will plan to meet in January on a date to be determined.

D. Director's Evaluation Committee

None

E. Executive Committee

None

6. Director's Report

A. Tom reviewed the October Director's report. Although 2016 numbers continue to be generally higher, the 2017 numbers are drawing closer to the 2016 numbers. Tom reported the people counter is working very well and is very sophisticated. Daily patronage averages from 97-121.

B. Tom briefed us on his goals for himself and the library over the next year.

i. Revenue and library development.

Develop income streams for specific programs, like Summer Reading.

Explore business partnerships.

ii. Use data to drive policies and service programs. The data provided by the People counter can be used to supply numbers for grants, etc. Utilize targeted surveys.

iii. Raise the profile of the RCADL in the community. School relationships should be nurtured. Possible create a co-op position for a high school student. Survey the leaders in the community to find out their needs. .

iv. Reduce expenses by 5%.

v. Practice at the top of our field. Seeking opportunities for professional development.

C. Tom reported that Cheryl Maes is willing to run a workshop for Library board members for no charge. Tom will try to set up this workshop for January 6, 2018 with Cheryl. Tom is interested in seeking QSAC certification

to show the community that the Library is operating according to rules and standards of other public libraries in the State of Michigan.

D. Bette will contact OCCF and obtain information regarding their investment options.

7. Ongoing Business

A. Tom will contact RCAPS to see if he can work out a snowplowing deal with them.

B. Tom reported that the audit deficiency letter was due on Thanksgiving Day but he received a notice it was not received. He said he will have this taken care of by tomorrow.

C. Tom reported that the \$2,000 payment cancelled check from Hersery Township was received a few

weeks ago. The actual deposit was made on January 4, 2017 but was deposited with other funds and was hard to track down.

A meeting is to be planned between Tom Burnosky, Phil Noreen, Bob Duke and Tom Fabus concerning Hersey's relationship with the RCADL. Bob Duke will communicate with Tom Fabus to coordinate a meeting either on December 5 or 12 at 5:30 p.m.

- D. Tom reported that the ebook platform OVERDRIVE would be available to the library for a cost of \$2,000. This reflects a suspending of a \$1,000 start up fee by the company. He is not asking for a vote on this at this time. The budget can be looked at to see if it is possible.

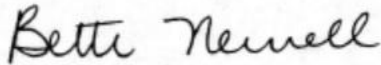
8. New Business

- A. A motion was made by Lyndsey Eccles and seconded by Terry Blood to adjust the revenue lines of 580.01, 580.02 and 580.03 to the lines of 403.01, 403.02 and 403.03 which is the correct place for them. It passed. For the next year an invoice will be issued for the Hersey payment. Tom will find out the appropriate line for this payment in the budget.
- B. Phil reported that we need to elect a vice president, since we now have a full board. No one stepped forward at this time for the position. Board members were encouraged to consider this possibility. A motion was made by Twila Betzing and seconded by Terry Blood to table this decision until the next meeting. It passed.

9. Adjournment

A motion was made by Terry Blood and seconded by Bette Newell to adjourn the meeting. Meeting adjourned at 8:11 p.m.

Respectfully submitted,



Bette Newell, Secretary, RCADL

Next RCADL Board meeting is Monday, December 18, 2017 at 5:30 p.m. in the RCADL Community Room . Please bring a dish to pass for potluck.