

REED CITY PUBLIC LIBRARY
Minutes of the Board Meeting
Monday, March 28, 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
- 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
- Phil Noreen – Board Member, Vice President

1. Call to Order

The meeting was called to order at 6:02 PM by Juanita R.

2. Approval of Agenda

Motion made to approve agenda by Nadine W. and seconded by Judy K.

3. Approval of Minutes

Motion to accept May 2011 minutes with revisions made by Juanita R. and seconded by Judy K.

4. Citizen's Requests/Public Comment

None

5. Report from City Council Representative

David reported \$160,000 deficit, with upcoming cuts, layoffs, and increase in required individual city employees to pay towards their health insurance. The present picture does not look good. Costs are rising, and Governor Snyder is cutting costs.

Good news. Negotiations with DDA will benefit the city and the library, which means more money for both.

David suggested inviting Bob Roggow and Ron Neal to the next board meeting as sources for ideas and suggestions.

6. Report of Finances

a. Approval of Bills (including memos)

Nadine reviewed subtotal bills and regular bills.

Heather reviewed construction expenses, and other expenses, card making supply costs and the water bill.

The external hard drive previously reported as an expense was eliminated for the March bills and will be resubmitted with a corrected receipt with the April 2011 bills.

The motion was made by Nadine, seconded by Judy to approve the bills as presented passed unanimously.

b. Finance Update

1. Penal fines based somewhat on per capita; 2010 tentative increase for Osceola County population, which may help with penal fines. It was just reported that the Osceola population has increased by the recent census tally report, which will help in this area.

2. Revisit budget proposal and modify, if needed for city. The library budget is due by April 18th to go before City Council. Ideally the City Council would like the final budget by the first week of April, if possible. Vote on the budget will be done at the special board meeting on March 30, 2011 at 4:30 PM.

3. Staff wages/director proposal submission in relation to budget

Heather declined the Library Boards first salary offer for the position of Director of the Library and submitted a counter offer. The board will re-group to consider Heather's recent counter offer and will give the Boards answer by April 15th, the latest by May 1, 2011. A special meeting will be held on Wednesday March 30, 2011 at 4:30PM to address this issue.

7. Committee Reports

a. New Facility Committee Report

1. Fundraiser updates (Bigby start marketing)- Information shared about review of Extreme Makeover application form by city lawyer done before signature of

city mayor obtained. This was done and approval received.

Kathy will send an email to all board members tonight March 28th, 2011 or by tomorrow AM March 29,2011 at the latest of a draft of the Extreme Makeover application. Kathy requests that any changes, additions, corrections by board members be sent to her ASAP so the application can be mailed as early as possible.

2. New Library Project video update (taping, interviews, costs incurred, etc.)-

The costs incurred by the Ferris students doing the video includes \$15.00 millage and it is estimated that it will be less than \$300.00 to do the project.

The video should be ready by the end of April.

Video contents will include:

1. Why we need a new library?
2. History of present library and the future facility.
3. Programs/Services offered.
4. Fundraisers
- 5.

Filming around town will be done. Also interviews of library patrons, board members, staff, kids and parents after story hour.

Preview of the video will be done. Heather encouraged anyone to come. "It's interesting and fun."

3. Contacted by Hersey township Board Member re: Donation

Reported that a trustee desires to donate to the New Library Project. The amount and when is not known at this time.

A suggestion was made that Sarah would be a good spokesperson to go to each township to present the New Facility Project. Also mentioned that representatives for each township and city representatives could do this as well.

b. Personnel Committee Report & Policy Committee Report-

1. Director and Assistant Director proposal review
2. See data #3 under Finance Update.
3. Architect feasibility report to be sent by email to Valarie Handy-our contact person with USDA.
4. Grant received for Audio Visual. No grants for adult books.

8. Director's Report

- a. New Book Display-grant books received-
New book display will be up tomorrow.

It was reported that the recent book sale was not as successful as in the past. May schedule of events include a Memorial Day book sale on May 25th through the 28th.

Ten programs are offered by the library. WII session was attended by twenty five students. Craft days always have a good turnout.

We will try to partnership with a new computer business in town (Spec Tech). It is popular with the youth and gaming. This business will also be kept in mind for computer repairs needed in the future.

- b. Jane Keebler has schedule conflict and will resign as Pinora representative; Heather will request resignation letter and we need to identify candidates for replacement.

The Library Board is grateful to Jane for her time served and her help.

9. Old Business

- a. Provide information to Nadine for donation solicitation packet-update. Information shared that pledge cards are already made. Total Project Cost will be included in packets. Sarah will give that information to Nadine on Wednesday March 30th,2011 at the Special Board meeting at 4:30 PM. Twenty-five folders will be made. Some presentation folders will have a clear face sheet and some will be just basic folders. The date and time for getting together as a work session to compile the folders will be posted so everyone is made aware and can attend.
- b. Request motion to proceed with new Friday hrs. of 11AM to 5PM effective May 1, 2011. Starting May 1, 2011 the new Friday hours will be -11Am to 5PM. Summer hours to start first week-end of June resulting in the library being closed on the week-ends through Labor Day.

Motion made by Judy, seconded by Nadine to approve the Friday hour changes and passed unanimously.

Noted that the Chamber of Commerce luncheon has been moved from April to June 9th at 12 noon. Our New Facility Project will be presented after lunch.

10. New Business

David reported back that the City Council sends their thanks for all the hard work done by all board members.

It was reported that the fundraising committee will meet at 5PM before the New Facility meetings on the second Monday of the month.

Ideas were passed around as to invite key members of the community to the next board meeting. Names mentioned were Ron Neil, Bob Roggow, David Porteous, Sheri and Jim Thompson, Rich Saladin, Jim Repo, Terry Gerber. Also invitation to the New Facility meetings could be included. The purpose for this is to brain storm and obtain information to aid in our endeavor. These people will be contacted before future meetings.

Mention was made for the need for the library and the schools to partnership more in order to strengthen the bonds between the two. The principal of the High School, Steven Westerburg was mentioned as a good contact. Discussion was made about making the library a District Library and all what is involved. Is a long involved process and would more than likely involve a millage vote.

11. Adjournment

Motion was made by Judy, seconded by Nadine to adjourn the meeting passed unanimously and the meeting was adjourned at 7:45PM.

The next Board meeting will be held on Monday, April 28th, 2011 at 6:00PM in the Reed City Public Library Community Room.

Respectfully submitted,
Judy Knuttila
Reed City Public Library Board, Secretary
To be Approved Monday April 25, 2011.

Judy A. Knuttila
Reed City Public Library Board

