

**Reed City Area District Library  
Board Meeting January 26, 2015; p.m.  
RCADL Community Room**

**Members Present:**

Christine Cox, President, Reed City  
Mary Neal, Treasurer, Reed City  
Bette Newell, Secretary, Lincoln Township  
Twila Betzing, Lincoln Township  
Edie Betzing, Richmond Township  
Terry Blood, Richmond Township  
Heather Bassett, Library Director

**Members Absent:**

Phil Noreen, Vice President, Reed City

**Guests:**

Tom Burnosky

**1. Call to Order**

The meeting was called to order at 6:03 p.m. by Christine Cox.  
A quorum was present.

**2. Approval of Agenda**

A motion was made by Mary Neal and seconded by Edie Betzing to approve the agenda with additions and corrections. It passed unanimously.

**3. Approval of Previous Meeting Minutes**

A motion was made by Terry Blood and seconded by Mary Neal to approve the minutes of regular meeting December 15, 2014 and special meeting December 29, 2014 as presented. It passed unanimously.

**4. Citizens request/Public Comment**

none

**5. Finance Report**

- a. A motion was made to approve the bills with a total of \$4886.58 with the addition of payroll expenses and approve the memo dated 1/26/2015 by Edie Betzing and seconded by Terry Blood. It passed unanimously.
- b. A motion was made by Edie Betzing and seconded by Terry Blood selecting Lake Osceola State Bank for the RCADL business operations account and Huntington Bank for the construction account. It passed unanimously.
- c. Heather reported that as of 11/24/2014 our OCCF Fund balance was

\$12,195.06. As of 12/9/2014 we have \$300 available to receive from them in grant money if we request.

d. Heather reported that the online donation amount as of December 31, 2014 at Huntington Bank was \$344.52.

e. A motion was made by Mary Neal and seconded by Terry Blood to approve the budget amendment resolution as presented. It passed unanimously.

## **6. Committee Reports**

a. A motion was made by Terry Blood and seconded by Bette Newell to amend the credit card policy to increase the limit to \$3,000 from \$1,000. A roll call vote was taken. Yeas: Christine Cox, Twila Betzing, Mary Neal, Edie Betzing, Terry Blood, Bette Newell. Nays: none. It passed unanimously.

b. A motion was made by Terry Blood and seconded by Edie Betzing to approve the Fraud Risk Management Policy as presented. It passed unanimously.

c. A motion was made by Edie Betzing and seconded by Terry Blood to table the Capital Asset Policy until more information can be obtained. It passed unanimously.

d. A meeting of the finance committee was set for 2/11/2015 at 3:30 p.m. at the RCADL community room.

e. Mary will create a Whistle Blower Policy, a Fund Balance Policy and a Check Writing Policy.

## **7. Director's Report**

a. Heather reported that the report for State Aid is mostly completed. Circulation and income for December were up. The year end circulation numbers were up.

## **8. Old Business**

a. Heather reported that the shelving from Ferris was successfully transported to the new building.

b. Christine reported that the state reported a high amount of libraries chose to migrate to the Enfold platform from Plinkett. Although no dollar amount was given, the hope is it should be reasonable because of the high numbers of libraries involved.

## **9. New Business**

a. A motion was made by Edie Betzing and seconded by Terry Blood to retain Christine Cox for president, Phil Noreen for vice president, Mary Neal for treasurer, and Bette Newell for secretary. This would be for a one year term. It passed unanimously. Edie Betzing was added to the finance committee and removed from the Personnel and Policy committee. Terry Blood was added to the Personnel and Policy committee. Juanita Ripley will be approached to be on this committee also. Twila Betzing and Tom Buronsky were added to the Director Evaluation committee. Tom Burnosky was added to the New Facility committee.

b. A motion was made by Terry Blood and seconded by Twila Betzing to approve the 2015 meeting schedule as revised 1/26/2015. It passed unanimously.

c. Heather made a request for volunteers for the Library Walk on 2/12/2015.

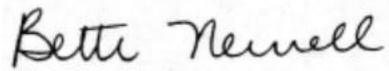
**10. Adjournment**

A motion was made by Terry Blood and seconded by Mary Neal to adjourn the meeting. It passed unanimously. Meeting was adjourned at 8:35 p.m.

**The next Library Board Meeting is Monday, February 23, 2015; 6 p.m. in the RCADL**

**Community Room**

Respectfully submitted,

A handwritten signature in cursive script that reads "Bette Newell".

Bette Newell, Secretary RCADL

Approved February 23, 2015