

REED CITY PUBLIC LIBRARY
Minutes of the Board Meeting
Monday November 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, Vice-President
- 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
- Barb Schneider – Cedar Township Representative
- Nadine White – Board Member, Treasurer, City Representative
- Wuanita Kampmueller – City Visitor

1. Call to Order

The meeting was called to order at 6:10p.m. 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 agenda and approved by all.

3. Approval of Previous Minutes & other meetings, if applicable (10/11)

Motion made by Christine, seconded by Nadine to approve the Monday, October 24th 2011 minutes and was passed unanimously.

4. Citizen's requests/Public Comment

Dwight Gingrich and members of the Lincoln Township Board attended tonight's RCPL Board meeting to discuss continued increases in penal fine differential amounts owed. Discussion proved beneficial for a better understanding of the process by all. It was suggested that board members and citizens contact our legislators and judges to involve them and make them aware of our situation, and needed funding.

Lincoln Township Board to decide their decision in this matter at their next Board Meeting on December 13th, 2011 and will relay the result to the RCPL Board.

Renew tax credit for Community Foundation runs out at year's end-January 1, 2012.

5. Report from City Council Representative-David

The request submitted to the Osceola County Community Foundation (OCCF) for a monetary grant by the RCPL Board in November to help with the New Facility process was turned down. They are willing to work with us with other alternatives. It was suggested that the RCPL check with the County Administration related to extending its present lease with them. However the OCCF did grant us \$400.00 towards the new sign needed at the New Facility.

6. Report of Finances-

Approval of Bills (including memos) – Nadine

Nadine reviewed bills and all seemed in order. Total monthly bill for the Library=\$1,924.53. New Facility=\$13.32 for a grand total of \$1,937.85. Motion made by Nadine to approve bills as submitted, seconded by Judy and was approved by all.

Christine reported that she did submit a new assessment for the City Brownfield Authority as requested by City manager Ron Marek. Attorney Brian Rice will contact Christina in 4-6 weeks on this matter.

7. Committee Reports

a. New Facility Committee Report

Due to the lack of funding and to stay within budget, the RCPL Board needs to go back to the drawing board and eliminate, reconfigure with the architects assistance, make new suggestions and changes in order to be realistic to the situation. Sarah will meet with the architects (FTCH) and present our new needs and how they can be accomplished so that the process can go forward and we can have biddable specs and plans in place. Some portions of the New Facility will have to be done in the future, such as the desired addition.

Motion made by Juanita, seconded by Nadine to resubmit to the architects the bidding process for remodeling only of the New Facility and motion was approved by all.

Motion made by Barb, seconded by Nadine to go ahead at this point in time to remodel the New facility without the addition and that David approach the OCCF again in March 2012 for grant money for the New Facility. Motion approved by all.

b. Personnel Committee Report & Policy Committee Report

Sarah is still working on it. Overall personnel manual and language is being reviewed. Final results will be brought to the RCPL Board for a vote.

8. Director's Report

a. Review of part time clerk hire; on-call staff options

The RCPL has rehired Kyle Bull as part time staff. He has worked here before and is familiar to the operation of the library and is working out well.

Ellie Fasbender has been hired as a part time clerk and will be on call. Mark LaRose is a volunteer who has been working Mondays and Wednesdays and is working towards an on call basis as well. He is very dependable and has a good attitude.

Wuanita Kampmueller's status will be a High Bred on call position. She will work as a liaison with the school. Her hours will be 5 hours a week and kept under 100hrs.

Heather has the RCPL Board approval to spend creatively in the hiring process while staying within the budget allowed.

- b. Circulation was just slightly better than last month, although it was higher last year. This included Internet and registration. Income varies year to year, but its right in the middle as it has been for the last three years.
- c. It was a disappointing no show when Tom Bassett, author presented a program at the Library even though it was well advertised in advance. However, he was most gracious about it nonetheless.
- d. Repair updates have been completed on the current building which includes windows, lighting and heating. A few minor repairs remain to be completed.
- e. Fundraising

Trick or Treat night at the Library was hectic, but fun.

January schedule of events includes Scrabble Hour with Twyla. The second annual Jingle Bell walk is tentatively scheduled for January 26th, 2012. Juanita will be checking on this.

Whispering Pines Mobile Zoo has contacted the Library related to wanting to present a program for library patrons which involves showing exotic animals. The cost is \$50.00. A facility would have to be located for this event because the library is not conducive to this. This sounds like a promising future endeavor

- f. Book sale/Rummage Sale report
Christine reported the Evergreen Sale in November results=Book sale-\$545.71. Rummage Sale=\$166.55. Keychain Sale=\$6.00.
Wristband/Bracelet Sale=\$10.00. Piggybank Collection=\$1.07.
- g. Option to renew movie license; Netflix option?
Motion made by Barb, seconded by Phil to pay \$189.00 a year to renew the Library movie license which is a reduction in price from \$500.00. Motion approved by all.

It was also suggested to contact We're Movies and Premier Video to see if they would be willing to make a deal with the library to donate movies free. Movies would be shown one to two Saturday afternoons a month for the public.

h. Potluck Christmas again?

It was agreed to have the potluck after the RCPL Board meeting on December 12th, 2011. Prior to the event, Heather will send out an email regarding a signup sheet as to what people want to bring in order to avoid duplicates. So please check your email.

9. Old Business

The Wine Tasting/Silent Auction event will be held this Saturday December 03, 2011 at 5:00 PM to 8:00PM. So far, David and Phil have volunteered to help pour wine and also David will speak about the New Facility at 7:00PM. Continue with ticket sales in advance and they will also be available for sale at the event. Tammi at the Moose has been very helpful. We will have to reimburse the Moose Lodge for the meat/cheese platter, plus the wine for \$200.00.

10. New Business

Motion made by Phil, seconded by Barb to retain all officers in their existing positions on the RCPL Library Board. Motion approved by all.

11. Adjournment

The meeting was adjourned at 8:00 p.m. by Juanita, RCPL Board President. The next Board meeting will be held on Monday, December 12th, 2011 at 6:00 PM in the Reed City Public Library Community Room.

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

Minutes approved on Monday, December 12, 2011.