

Reed City Area District Library Board Meeting

January 27, 2020; 6 p.m.

RCADL Community Room

829 S. Chestnut St., Reed City, MI 49677

Present:

Lyndsey Eccles, President, Reed City

Terry Blood, Vice President, Richmond Township (by Phone)

Kylene Nix, Treasurer, Reed City

Bette Newell, Secretary, Lincoln Township

Cecile Slywka, Trustee, Richmond Township

Jenny Garska, Hersey Township Liaison

Dick Hurst, Green Township Liaison

Tom Burnosky, Director

Ron Howell, Reed City City Manager

Dan Burchett, Guest

Amanda Purcell, RCADL Library Clerk, Guest

Absent:

Lincoln Township Trustee, Open

Cedar Township Liaison, Open

1. Call to order and attendance

The meeting was called to order at 6:03 p.m. by Lyndsey Eccles and attendance was noted by Bette Newell. A quorum was present, including Terry Blood by phone.

2. Approval of Agenda

A motion was made by Cecile Slywka and seconded by Terry Blood to approve the agenda as amended. It passed.

3. Annual Organizational Business

the first two items under this heading are delayed until the arrival of Kylene Nix.

C. A motion was made by Bette Newell and seconded by Terry Blood to accept the Calendar as presented by Tom Burnosky. It passed.

D. A motion was made by Terry Blood and seconded by Bette Newell to name Vredeveld Haefner as our Auditor for the 2019-2020 fiscal year. It passed.

4. Approval of Consent Agenda

A motion was made by Bette Newell and seconded by Cecile Slywka to accept the Consent agenda, consisting of the minutes of December 16, 2019 and approval of the bills and financial statements, with the addition of a check to Sarah Spruit of \$59.70. It passed.

5. Citizen's request/Public Comment

Ron Howell, The Reed City City Manager, reported that a couple of weeks before the last City Council Meeting he requested that Tom send him a copy of the minutes and the Director's report, which he did not receive. He questioned Tom as to why he received no reply or report. Tom replied that he does not produce a narrative report which is what he thought Ron

was requesting. Tom said he will provide the minutes and director's report for Ron from this point forward.

Ron also requested Tom's employment contract or agreement. Tom supplied this to Ron at the meeting.

Ron also reported that Barb Westerburg, an employee of the city who the Library employs to do its accounting, said that the library's compliance to getting her the information has been very good of late.

Ron Howell stated that it is alright to hang the Smithsonian banner on the outside of the Depot.

Return to

4. Annual Organizational Business

A. A discussion was held asking for any new volunteers for offices. None were received.

A motion was made by Cecile Slywka and seconded by Terry Blood to approve the election of the following officers:

Lyndsey Eccles- President

Terry Blood-Vice President

Kylene Nix-Treasurer

Bette Newell-Secretary

It passed.

B. Committees were discussed and formed: they are as follows:

Strategic Plan committee

Lyndsey Eccles

Kylene Nix

Cecile Slywka

Amanda Purcell

The Strategic Planning Committee will meet on February 12, 2020

at 5:45 At the Library.

Budget and Finance

Lyndsey Eccles

Kylene Nix

Terry Blood

Jenny Garska

The Budget and Finance Committee will meet on February 18, 2020
at 4 p.m. at the Library.

HR/Policy Committee

Jenny Garska

Bette Newell

Terry Blood

Lyndsey Eccles

Building Improvement Committee

Bette Newell

Sarah Spruit

Deb Adsmond

Dick Hurst

Lyndsey Eccles

A motion was made Terry Blood and seconded by Bette Newell to
approve these committees. It passed.

6. Quarterly Strategic Plan Review

The Committee will come up with a plan to simplify monthly review.

7. Standing committee Reports

Budget Committee

The Budget Committee recommends that we increase the clerks wages to \$10 per hour from the minimum wage they are now receiving. A motion was made by Terry Blood and seconded by Bette Newell to adopt the above. A roll call vote was taken. Yeas: Kylene Nix, Cecile Slywka, Lyndsey Eccles, Terry Blood, Bette Newell. Nays: None. It passed.

Lyndsey reported that the budget committee will be meeting monthly, approximately a week before the monthly Board meeting to keep an eye on the budget.

HR- did not meet

Building Improvement- did not meet.

Financial Rubric

1. Middle of month report to Barb.-yes
2. End of month report to Barb- Yes
3. Middle of month deposits made-yes
4. End of month deposits made.- yes
5. Reconciliation received from Barb-
6. Checks ready for signing at meeting.-yes
7. Board Packets received by members by Thursday-yes
8. Payroll ready to sign signers are at the library. –yes

Director's Report

A. See Attached.

B. Smithsonian update.

Tom reported the exhibit will be arriving by truck tomorrow and the assembly begin tomorrow evening.

Tom requested \$400 for food and drink for the Ice Cream for Breakfast Day and also for the volunteer reception. A motion was made by Bette Newell and seconded by Kylene Nix to approve \$400 for food and drink for the reception and ice cream day. A roll call vote was taken. Yeas: Bette Newell, Kylene Nix, Cecile Slywka, Lyndsey Eccles, Terry Blood. Nays: None. Champagne will be provided by The Reed City Brewery at the reception. Tom will notify the Library's insurance that we will be having alcohol on the property for the reception and also for the Sip and Paint activity on Feb 25,2020.

Tom reported that a gift to the Library was received from Marilyn Sengalaub for \$5,000, to be used to purchase books.

9. Ongoing business

- A. A motion was made to Adopt Policy Revisions for Operations Manual, Personnel Manual and RCADL Board Bylaws as presented in email from Tom Burnosky, by Terry Blood and seconded by Kylene Nix. It passed.
- B. A couple names were brought up to be considered for the open Lincoln Township Trustee position. Both will be instructed to contact the Lincoln Township Clerk to let the township know they are interested.

10. New Business

It was agreed upon by all to change the March meeting to the 23rd instead of the 30th to ensure a quorum.

11. Adjournment

A motion was made by Terry Blood and seconded by Kylene Nix to adjourn the meeting . It passed. Meeting adjourned at 8:18 p.m.

Respectfully Submitted,

Bette Newell, Secretary, RCADL Board Secretary

Next Library Board Meeting is February 24, 2020 at 6 p.m. in the RCADL Community Room.