

Reed City Area District Library Board Meeting

March 22, 2021 6 p.m.

829 S. Chestnut Street, Reed City, MI 49677

per zoom because of Covid-19 pandemic

Present:

Lyndsey Eccles, President, Reed City

Nancy Washburn, Vice President, Lincoln Township

Kylene Nix, Treasurer, Reed City

Bette Newell, Secretary, Lincoln Township

Laura Dahlquist, Trustee, Richmond Township

Cecile Slywka, Trustee, Richmond Township

Jenn Thorson, Interim Director

Absent:

Cedar Township Liaison, OPEN

Green Township Liaison, OPEN

1. Call to order and attendance

The meeting was called to order by Lyndsey Eccles at 6:02 p.m. A quorum was present. Attendance was noted by Bette Newell

2. Approval of Agenda

A motion was made by Bette Newell and seconded by Laura Dahlquist to approve the agenda as amended. It passed unanimously.

3. Approval of Consent Agenda

A motion was made by Laura Dahlquist and seconded by Kylene Nix to approve the Consent Agenda consisting of the minutes of February 22, 2021 and the bills and financial statements. It passed unanimously.

4. Citizen's request/ Public comment

None

## 5. Standing committee Reports

A. Budget and Finance committee-did not meet. A meeting is set for April 20, 2021 at 6 p.m. at the library.

B. HR and Policy Committee-did meet and reviewed policy. A meeting is set for April 22, 2021 at 6 p.m.

C. Digital Sign committee – they did meet and want to consider a new logo before pursuing the sign purchase. They hope to have a price quote by September 15, 2021 so they pursue a grant request for the fall grant cycle.

D. Strategic Planning committee-they did meet and discussed conducting a patron survey to be administered in April 2022. They also discussed having the Board members report to their municipalities every 6 months instead of 3.

E. Special Millage committee- a meeting is set for April 27, 2021 at 6 p.m. at the library.

## 6. Director's Report

Metrics are available at the library.

Jenn reported that they are considering a restart of the in library story hour utilizing social distancing. She also said they are considering continuing the story hour over the summer when they can meet outside.

Jenn reported that she wrote and received a grant from the MMLL for a SQUARE Point of Sale System, that will allow them to process fines without leaving the desk.

Jenn reported that she completed the closing paperwork on the GLE grant for staff computers.

## 7. Ongoing Business

### A. Update on windows

It was decided to seek a third party opinion on the window installation. Jenn will make this contact to get an estimate to get this done.

### B. Story walk Update

Lyndsey reported that the 14 kiosks are completed as much as possible until they receive the book pages. Jenn will be getting the pages ordered.

### C. Seminar remarks

Bette and Laura reported on important and interesting items learned by attending the Trustee webinars through the State of Michigan Library.

## 8. New Business

### A. Approve bylaw reformat and edits.

A motion was made by Bette Newell and seconded by Cecile Slywka to remove from Article IV , paragraph 4.4 of the bylaws, the following sentence. " In compliance with any requirements of state law regarding the holding of meetings of public bodies, the Secretary shall issue notices of all regular meetings, and, on the authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees,,"and Also in Article V paragraph 5.2, the following sentence. "Trustees not present at the time of announcement of such special meetings shall be notified by the Secretary ,,"and also from Article V , paragraph 5.4 , the following sentence, "Notice of regular meetings, including an agenda, shall be posted in a public place at the library and shall be distributed by the Secretary to all members of the Board of Trustees at least four (4) days before the regular meeting. " It passed unanimously.

A motion was made by Laura Dahlquist and seconded by Kylee Nix to approve the bylaw reformat and edits with the above changes as presented by Jenn Thorson. It passed unanimously.

### B. Approve Director job description

A motion was made by Cecile Slywka and seconded by Nancy Washburn to approve the Director job description as presented. It passed unanimously.

## 9. Adjournment

A motion was made by Bette Newell and seconded by Cecile Slywka to adjourn the meeting. It passed unanimously. Meeting was adjourned at 7:29 p.m.

Respectfully Submitted,

Bette Newell, Secretary, RCADL Board of Trustees

Next meeting of the RCADL Board is April 26, 2021 at 6 p.m. Location to be determined.