

REED CITY PUBLIC LIBRARY  
Minutes of the Board Meeting  
Monday, April 29, 2013

Members Present:	<u>  X  </u>	Christine Cox, President
	<u>    </u>	Open, Secretary
	<u>  X  </u>	Phil Noreen, Vice President
	<u>  X  </u>	Deb Adsmond, Trustee
	<u>  X  </u>	Nadine White, Treasurer
City Council Representative:	<u>  X  </u>	David Bisbee
Township Representatives:	<u>  X  </u>	Barb Schneider, Cedar Township
	<u>    </u>	Char Oden, Green Township
	<u>  X  </u>	Kim Venema, Hersey Township
	<u>    </u>	Jacqui Gerould, Lincoln Township
	<u>    </u>	Open, Pinora Township
	<u>    </u>	Open, Richmond Township
Library Director (ex-officio):	<u>  X  </u>	Heather Symon
Assistant Library Director	<u>    </u>	Jen Thorson
	<u>  X  </u>	Wendy Nystrum, Visitor

\*See attendance sheet for additional attendees for open public forum. (See Item #3a on agenda)

**1. Call to Order**

The meeting was called to order at 6:08 p.m. by Christine, the president, in the Reed City Public Library Community Room. A quorum was present.

**2. Approval of Agenda**

The motion made by Deb Adsmond, seconded by Phil Noreen, to approve the agenda as amended, passed unanimously.

**3. Approval of Minutes**

The motion made by Deb Adsmond, seconded by Phil Noreen, to approve the Monday, March 25, 2013, minutes as read passed unanimously.

**4. Citizen's Requests/ Public Comment**

a. An open public forum was held to satisfy requirements for active United States Department of Agriculture applications for a construction loan and an equipment loan/grant. Christine Cox presented a project summary and elaborated on how the Library hopes to use USDA funds to accomplish the Project, followed by a period of open public comment. Attendees were recorded on a sign in sheet.

b. Wendy Nystrum, a member of a fundraising committee for the Big Rapids Public Library, presented on fundraising efforts and ideas that BRPL has explored. She provided tips and made suggestions for fundraising with respect to the Reed City Public Library's New Building Project.

c. Trevor Guiles, a representative of Liberty Baptist Church of Reed City, asked the Reed City Public Library Board to revise the present community room use policy that precludes use of the community room for meetings which are politically partisan or represent a religious denomination. This related to a recent declination of a request to use the Library's community room for a vacation bible school. Heather Symon reported that information had been gathered from other Library's regarding their policy and practices. It was agreed that the item would be deferred to a policy committee, which would discuss recommendations at a future board meeting. Trevor was in agreement with this follow up.

**5. Report from City Council Representative**

David Bisbee reported that the City is working to address a budget deficit and that one possibility would be revising healthcare coverage for City employees. He also indicated that the Downtown Development Authority may have limited funds available and it that it might be worthwhile to ask them to assist with the Library Project as far as the asbestos abatement needed and selective demolition of walls.

**6. Report of Finances**

**Approval of Bills**

a. The motion made by Nadine White, seconded by Phil Noreen, to approve the bills as presented with corrections, passed unanimously. A motion made by Nadine White, seconded by Phil Noreen, to approve the memo dated 4/29/13 addressing line item transfers, passed unanimously.

b. It was noted that minimum balance fees were reversed for the separate Library Huntington account, which facilitates online donations. Balance details were discussed and it was noted that two online donations have been made to present.

c. The motion made by Nadine White, seconded by Phil Noreen, to approve the 2013/2014 Fiscal Year budget as presented, passed unanimously.

## **7. Committee Reports**

### **New Facility Committee Report**

Christine Cox reported that with online orders that came in after the March 28, 2013, Tupperware Fundraiser, total proceeds associated with the Fundraiser was \$ 464.00.

### **Personnel and Policy Committee Report**

See item #3.c. above.

## **8. Director's Report**

Heather Symon indicated that circulation was down from the same month the previous year, but that year to date circulation is actually up slightly from the year prior. Income for March was up from the past several years. A pre-Memorial Day book sale is scheduled for Saturday, May 18<sup>th</sup> through Friday, May 24<sup>th</sup>. It was noted that Green Charter Township has not yet provided an update as to whether or not the Library's request for a revised contract would be honored. After discussion as to potential options to renegotiate a contract with Hersey Township, a motion was made by Deb Adsmond, seconded by Nadine White, and approved unanimously to offer a two year cap of \$ 2,000 for penal fine differential payments potentially owed by Hersey Township. It was noted that summer reading program school tours will be scheduled for the last week of May or the first week of June.

## **9. Old Business**

None reported

## **10. New Business**

The board discussed and was in agreement with Mary Neal as a new prospective board member. It was further noted that Linda Stieg may be interested in serving as a Richmond Township representative.

## **11. Adjournment**

The motion made by Nadine White, seconded by Phil Noreen, to adjourn at 8:55 p.m., passed unanimously.

Respectfully submitted,

Heather Symon  
Reed City Public Library, Director  
Staff appointed Reed City Public Library Board, Recorder