

Reed City Area District Library Board Meeting
February 5, 2019; 6 p.m.
rescheduled from January 28, 2019
RCADL Community Room
829 S. Chestnut St. Reed City , MI 49677

Present:

Lyndsey Eccles, President, Reed City
Terry Blood, Vice President, Richmond Township
Cecile Slywka, Treasurer, Richmond Township (by phone)
Bette Newell, Secretary, Lincoln Township
Kylene Nix, Trustee, Reed City
Melissa Tonn, Trustee, Lincoln Township
Tom Burnosky, Director

Absent:

Jenny Garska, Liaison, Hersey Township
Mary Neal, Liaison, Green Township
Cedar Township Liaison, Open

1. Call to order and attendance

The meeting was called to order by Lyndsey Eccles at 6:05 p.m. and attendance was noted by Bette Newell.

2. Approval of Agenda

A motion was made by Terry Blood and seconded by Melissa Tonn to approve the agenda as modified. It passed.

4. Approval of consent Agenda

A. A motion was made by Melissa Tonn and seconded by Terry Blood to approve the consent agenda consisting of December 17, 2018 minutes and the approval of bills. It passed.

3. Annual Organizational Business

A. Election of Board Officers

- i. A motion was made by Bette Newell and seconded by Terry Blood to nominate Lyndsey Eccles for President. It passed.
- ii. A motion was made by Bette Newell and seconded by Kylene Nix to nominate Terry Blood for Vice President. It passed.
- iii. A motion was made by Melissa Tonn and seconded by Bette Newell to nominate Kylene Nix for treasurer. It passed.
- iv. A motion was made by Melissa Tonn and seconded by Kylene Nix to nominate Bette Newell for secretary. It passed.

B. Committee and Committee Roles

Committees and members and meetings were formed as:

- i. The Budget and Finance committee will consist of Kylene, Lyndsey and Terry. They will meet on February 18, 2019 at 4 p.m.

- ii. The Human Resources Committee will consist of Bette, Lyndsey and Terry. They will meet on February 11, 2019 at 4 p.m.
- iii. The Strategic Planning Committee will consist of Melissa, Kylene and Cecile. They will meet on March 5, 2019 at 4 p.m.
- iv. The Building Improvement Committee will consist of Bette, Lyndsey, Deb Adsmond, and Sarah Spruit. No meeting has been set.

C. Adoption of Meeting Calendar

A motion was made by Bette Newell and seconded by Melissa Tonn to adopt the meeting calendar for 2019 as presented by Tom and amended by the group. It passed.

D. Name 2019 Audit Firm

A motion was made by Terry Blood and seconded by Melissa Tonn to engage Vredeveld Haefner LLC as our 2019 auditor. It passed.

5. Citizen's requests/Public Comment

None

6. Standing committee Reports

None

7. Director's Report

See attached.

- A. A motion was made by Melissa Tonn and seconded by Terry Blood to approve the purchase of slab wall shelving from Odom recycle for up to \$100.

A rollcall vote was taken. Yeas: Terry Blood, Lyndsey Eccles, Kylene Nix, Melissa Tonn, Bette Newell, Cecile Slywka. Nays: None

8. Ongoing Business

A. Exterior Signage

Tom will try to set up a meeting with the sign company to review the options available to us.

- B. Tom reported that the probable next step in solving the condensation on the windows problem will be a meeting with the architects and the window installation company. He will work at setting this up.

- C. A motion was made by Melissa Tonn and seconded by Terry Blood to adopt the 3 year strategic plan with the addition of a master plan for the outdoor space at the library and also including the plan to retire our debt early. It passed.

- D. Lyndsey reported that Tom was behind on getting the financial reports to Barb but has since brought her up to date information. The HR committee will put together a document containing goals, processes and evaluation of goals to ensure this does not happen again. Tom will be included in the drafting of this document.

9. New Business

A. 2019 Budget Amendments and Update

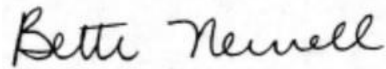
Tom reported that the largest burden on our budget is wages and currently we are on track to go over the budgeted amount in this category. He will not ask for a budget amendment this month but it may be upcoming. We are under budget in some categories, including unemployment taxes and audit expenses. He said we will need to increase our book budget as we have spent \$9,000 of a \$11,000 budget. The snow removal may also be over budget. On the revenue side, our largest revenue provider, Osceola County Penal fines has provided over the budget expected amount this year. Tom will keep us updated so we can update our budget as needed.

B. Tom is requesting us to consider an on call person for 10 hours per week. He has a couple of people who have expressed interest in this position. He will bring this request back to us at a later date.

10. Adjournment

A motion was made by Terry Blood and seconded by Bette Newell to adjourn the meeting. It passed. Adjournment at 8:51 p.m.

Respectfully submitted,



Bette Newell
RCADL Secretary

Next Library Board Meeting is February 25, 2019 at 6 p.m. in the RCADL Community Room.