

REED CITY AREA DISTRICT LIBRARY ORGANIZATIONAL BOARD MEETING
PUBLIC HEARING-BUDGET
April 1, 2014 6 p.m.

Present: Christine Cox, Presiding Officer, Reed City
Phil Noreen, Reed City
Bette Newell, Lincoln Township
Terry Blood, Richmond Township
Jacquie Gerould, Lincoln Township
Heather Symon, Library Director
David Bisbee, City Council Representative

1. Call To Order

The meeting was called to order at 6:03 by the presiding officer Christine Cox, in the Reed City Area District Library Community Room. A quorum was present.

2. Election of President/Presiding Officer

A motion was made by Phil Noreen and seconded to elect Christine Cox as President of the Reed City Area District Library Board. It was passed unanimously.

3. Approval of Agenda

The motion was made by Terry Blood, seconded by Phil Noreen to approve the agenda as corrected and passed unanimously.

4. Approval of Minutes/Reports/Public comment

As this is the first meeting of the Reed City Area District Library Board, there are no previous minutes to be read, and no finance report, committee report, director's report or old business. There were no members of the public present.

5. New Business

- a. A motion was made by Phil Noreen and seconded by Terry Blood to adopt the bylaws of the Reed City Area District Library as presented and the official setting of the meeting dates pursuant to the Michigan Open Meetings Act . It was passed unanimously.
- b. A motion was made by Phil Noreen and seconded by Jacquie Gerould to elect Phil Noreen as vice president, Mary Neal as treasurer, and Bette Newell as secretary. It was passed unanimously.
- c. The following committees were appointed by Christine Cox, President

Finance

Mary Neal
Phil Noreen
Christine Cox

Personnel

Edie Betzing
Jacquie Gerould

Phil Noreen
Bette Newell

Executive

Christine Cox
Bette Newell
Terry Blood

Director Evaluation

Jackie Gerould
Terry Blood
Mary Neal

New Facility

Christine Cox
Phil Noreen
Jacquie Gerould
Deb Asmond (citizen at large)
Mary Neal
Bette Newell
Terry Blood
Edie Betzing
David Bisbee

Heather Symon is to be advisor to all committees.

- d. A motion was made by Terry Blood and seconded by Bette Newell to approve the adoption of the Personnel and Policy manuals as they were reviewed by all via email (noting inclusion of Credit Card, Investment and Freedom of Information Act policies) Also added to personnel policies were dress code, social security number policy, firearm policy and internet policy. It was noted that Heather has the authority to discipline and dismiss employees. It was passed unanimously.
- e. A motion was made by Phil Noreen and seconded by Terry Blood to hire the current employees of the Reed City Public Library. They are as follows:
Heather Symon, Library Director
Jen Thorsen, Assistant Library Director
Julie Grove, Library clerk
Amy Shank, Library clerk
They are to be hired at the currently paid rate and with the same benefits/vacation as they received as Public Library employees.
Mark LaRose will no longer be an on call employee.
It was passed unanimously.
- f. A motion was made by Jackie Gerould and seconded by Bette Newell to give the director authority to hire, fire, promote, demote, supervise and discipline rest of the library staff as presented in the Personnel and Policy manuals. It was passed

unanimously.

- g. A motion was made by Phil Noreen and seconded by Jacquie Gerould to authorize the president and secretary of the Reed City Area District Library Board to approve and execute 1) Library Management Contract (Exhibit B to District Library Agreement) 2) Property Transfer Agreement (Exhibit C to District Library Agreement) 3) Bill of Sale (Schedule 1 to Exhibit C of District Library Agreement) 4) Assignment of Lease (Schedule 2 to Exhibit C of District Library Agreement) 5) Assignment of Library Contracts (Exhibit D to District Library Agreement) and all other documents as needed to effectuate the District Library Agreement. It passed unanimously.
- h. A motion was made by Terry Blood and seconded by Phil Noreen to execute accounts and signatories as presented at Huntington Bank. It was passed unanimously. Christine Cox and Mary Neal are the signatories.
- i. A motion was made by Phil Noreen and seconded by Terry Blood to continue payroll services through the city of Reed City as noted in District Library agreement. It was passed unanimously.
- j. A motion was made by Jacquie Gerould and seconded by Bette Newell to accept the city's offer to provide workman's compensation during the transition time. It was passed unanimously.
- k. . David Bisbee suggested we provide a retirement program for library employees through a company like Vanguard which would provide opportunity for employees to save with options for employer match. He will look into further information to advise the financial committee.
- q. City Council Report
(out of order as David Bisbee had to leave) David Bisbee reported that the library did not get the Competitive Grant Assistance Program funding. We may reapply.
- l. (1a) A motion was made by Terry Blood and seconded by Phil Noreen to authorize the President to sign the letter of engagement from Attorney Richard W. Butler Jr. of Bloom, Sluggett and Morgan to retain his services as we proceed through operating millage ballot wording and other related issues. It was passed unanimously.
- l.(2a) A motion was made by Terry Blood and seconded by Jacquie Gerould to accept USDA funds as arranged by the previous board. It was passed unanimously.
- l. (2b) A motion was made by Terri Blood and seconded by Phil Noreen to retain Attorney Susan Wyngaarden for Bond Counsel services for the Reed City Area District Library and other related issues as expressed in the April 1, 2014 correspondence with Susan. It was passed unanimously.

A SPECIAL MEETING OF THE LIBRARY BOARD WILL BE HELD ON
4/10/2014 AT 6:00 P.M. TO MEET WITH SUSAN WYNGAARDEN.

AGENDA: 1) timeline for millage wording
2) important considerations for board understanding of this project
3) sample or rough draft of millage wording
4) any possible action board needs to take

m. A motion was made by Jacquie Gerould and seconded by Phil Noreen to accept the new Reed City Area District Library logo. It was passed unanimously.

n. A motion was made by Bette Newell and seconded by Terry Blood to officially hire Municipal Underwriter's of Michigan for provision of property/liability insurance per requirement of lease for 410 West Upton, Reed City (present library facility). It was passed unanimously.

o. **THE BUDGET WAS REVIEWED AND NO PUBLIC CONCERNS WERE RAISED.**

A motion was made by Phil Noreen and seconded by Terry Blood to approve the resolution for a partial budget for April 1-June 30th 2014 for \$34,260. It was passed unanimously.

p. A motion was made by Terry Blood and seconded by Phil Noreen to pay the insurance bill for April 1-July 31 for \$718. It was passed unanimously.

5. Adjournment

A motion was made by Jacquie Gerould and seconded by Phil Noreen to adjourn the the meeting and passed unanimously. The meeting was adjourned at 7:58 p.m.

**THE NEXT BOARD MEETING WILL BE A SPECIAL MEETING HELD ON
APRIL 10 AT 6 PM IN THE REED CITY AREA DISTRICT LIBRARY
COMMUNITY ROOM.**

The next regular meeting of the board will be on Monday, April 28 at 6 p.m. in the Reed City Area District Library Community Room.

Respectfully submitted,

Bette Newell
Reed City Area District Library Secretary

Approved April 10, 2014

Corrections approved October 26, 2015