

Reed City Area District Library Board Meeting
February 25, 2019; 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
Cecile Slywka, Treasurer, Richmond Township (by phone)
Bette Newell, Secretary, Lincoln Township
Kylene Nix, Trustee, Reed City
Mary Neal, Liaison, Green Township
Tom Burnosky, Director

Absent:

Jenny Garska, Liaison, Hersey 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.

2. Approval of Agenda

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

3. Approval of Consent Agenda (Minutes of February 5 {postponed meeting of 28} 2019) and approval of bills.

A motion was made by Terry Blood and seconded by Kylene Nix to approve the consent agenda as presented. It passed.

Tom explained that the bill last month from Networking Butler was double sided and was consequently not fully paid, so this month's charge from them is the other half of that bill.

Snow removal and salting remains expensive this month. Tom talked with the company and they require us to sign a waiver if we prefer less salting. We will sign such a waiver.

The City water problem caused a problem inside with the toilets and sinks and Phelps Plumbing was engaged to fix this problem.

Lyndsey will check with the Chamber of Commerce to see why our membership with them is \$95 this year instead of \$65 as in the past.

4. Citizen's requests/Public Comment

None

5. Standing Committee Reports

Budget and Finance

The Budget Committee met and discussed the 2020 budget and came up

with the following schedule.

March: Tom will present a copy of the proposed 2020 budget.

April: Board will adopt the 2020 Budget

May: Public Hearing on the 2020 Budget

HR Committee

The HR Committee met and came up with a written plan to assist Tom with getting the Financials taken care of in proper time.

The HR Committee will meet with Tom on February 28, 2019 at 3:30 p.m. to discuss the plan. After this meeting, they will discuss general policy review.

Building and Maintenance Committee

This committee will meet February 26, 2019 at 3:40 p.m. to discuss selecting items to apply for a grant from OCCF.

6. Director's Report

A. Review of January Metrics (see attached)

B. District Presentations

Tom attended the February meeting of the Lincoln Township Board and gave them a copy of the binder he has created with the Strategic Plan, flyer about the Smithsonian exhibit, our audit, our community survey and some other information. It was well received.

Richmond, Green, Hersey and possible Cedar will be visited in the future.

C. Grant Schedule Review

Tom has submitted the grant applications to OCCF and Dollar General for summer reading programs.

7. Ongoing Business

None

8. New Business

A. Budget Amendment

Tom proposed that we amend our budget on three lines. He suggested we increase the 741 Book line upwards of \$3,500, the Payroll upwards of \$4,000 and the 931 Repairs Maintenance line upwards by \$5,000.

The reasons for this is the extra training time for a new employee and our Co-op Student, the board's desire to spend more on books, and the escalating cost of keeping our parking lot in good condition in the winter. The Board decided to get some numbers from Barb to ascertain our actual financial position before making these amendments.

B. Contract member liaisons

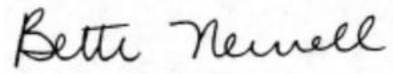
The HR committee will address the position of liaison when it reviews policy and come up with some guidelines for that position.

9. Adjournment

A motion was made by Terry Blood and seconded by Kylene Nix to adjourn the

meeting. It passed. Meeting adjourned at 7:36 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Bette Newell". The signature is written in black ink on a white background.

Bette Newell, Secretary RCADL

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