

Reed City Area District Library Board Meeting  
February 26, 2018; 6 p.m.  
RCADL Community Room  
829 S Chestnut St. Reed City MI 49677; (231) 832-2131

Present:

Lyndsey Eccles, President, Reed City  
Bette Newell, Secretary, Lincoln Township  
Cecile Slywka, Treasurer, Richmond Township (by speaker phone)  
Phil Noreen, Reed City  
Mary Neal, Green Township Liaison  
Tom Burnosky, Director  
Kylene Nix, Citizen

Absent:

Terry Blood, Richmond Township  
Lincoln Township Trustee- Open  
Cedar Township Liaison- Open  
Hersey Township Liaison-Open

1. Call to Order and attendance

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

2. Approval of Consent Agenda

A motion was made by Phil Noreen and seconded by Cecile Slywka to approve the consent agenda consisting of the minutes of January 29 2018, and to approve the bills and financial statements provided by Tom Burnosky. It passed.

3. Citizen's requests/Public Comment

Kylene Nix was introduced to the Board as a possible Board Member when a Reed City position becomes available. She is a first grade teacher in the Reed City Area Public Schools.

4. Standing Committee Reports

- A. Budget and Finance-None
- B. HR-None
- C. Strategic Planning-None

5. Director's Report

- A. Tom reviewed the January Metrics, programs and correspondence. Please see attachment.
- B. Tom reported that the budget is on track, and no categories are more behind than they were as reported at the last meeting. He reported that the library received the penal fine payment from Green Township of \$3,236.
- C. Tom reported that he attended Richmond Township Board meeting last month and they were discussing the DDA Capture and that Richmond was seeking assistance from Osceola County for software to facilitate their no longer capturing some of the library tax monies. Tom sent them an email in June of 2017 informing them of the new law that forbids DDA capture of Library funds.

6. Ongoing Business

A. It was decided that the Board Members of Reed City , Lincoln Township, and Richmond Township will attend the March Board meeting of their respective districts and apprise them of the request from Hersey Township for a voting seat on the Board and get their opinion.

B. Tom reported that next week the payroll should be completed by ADP, he has been working with them to assure that they have all the necessary documentation. Next week he will be working with Barb Westerburg from the City of Reed City to get her updated so she can begin to do our accounting. Tom reported difficulties with Quick Books and the Cloud, this past week.

C. Tom has been gathering photos and documentation concerning the problems with the windows which include, condensation, frost on the aluminum, and airflow. The installer made some fixes on the windows last August that were not adequate. Tom will be sending the information collected to the contractor, architect, and manufacturer of the aluminum (Tubelight) in an effort to rectify the situation. Tom reported that he will be contacting the Snow plow services about repairs to the parking lot that will be required after the plowing season that they are responsible for.

## 7. New Business

A. Lyndsey reported that March 6 is GT Norman Family Night and the library will be having a table there. She and Jenn will have a picture board of last years Summer Reading program and Save the Date cards for this years programs. They will try to have a family sign up for library cards also. A bookmark contest is being considered. How to get more teachers to bring their classes to the library was also discussed. The Strategic Planning Committee will meet March 8 at 5:30. Attention will be paid to applying to Great Lakes Energy for a grant this cycle. Tom reported that policy needs to be reviewed, and the Strategic Planning Committee will discuss this. QSAC recommendations need to be considered.

B. Lyndsey reported that she has a possible person for Lincoln Township and Tom reported that Hersey Township had this on their agenda at their last meeting that they are looking for a representative.

C. Tom asked the Board to be thinking about the 2019 budget which will be due in June. He would like to adopt the budget in April, with the public meeting on the budget being held one half hour before our regular meeting. Things to consider before the meeting are: Do we want more money to go towards debt reduction, ebooks, building repairs or other improvements.

D. Tom has been discussing a co-op position with the high school and it looks very promising. This would entail adding these hours to the budget.

E. Tom suggested that we have some sort of an Active Shooter Assessment and perhaps training.

## 8. Adjournment

A motion was made by Phil Noreen and seconded by Bette Newell to adjourn the meeting. It passed. The meeting was adjourned at 7:40 p.m.