

Reed City Area District Library
January 29, 2018; 6 p.m.
RCADL Community Room
829 S. Chestnut St. , Reed City MI 49677

Present:

Phil Noreen, President, Reed City
Lyndsey Eccles, Treasurer, Reed City
Bette Newell, Secretary, Lincoln Township
Twila Betzing, Lincoln Township
Terry Blood, Richmond Township
Bob Duke, Hersey Township Liaison
Cecile Slywka, Richmond Township (per speaker phone)
Tom Burnosky, Director
Dan Burchett, citizen, Reed City City Council

Absent:

Mary Neal, Green Township Liaison
Cedar Township Liaison (open)

1. Call to order and attendance

The meeting was called to order by Phil Noreen at 6:04 p.m. Attendance was noted by Bette Newell.

2. Approval of Agenda

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

3. Annual Organizational Business

A. Election of officers.

i. A motion was made by Bette Newell and seconded by Lyndsey Eccles to elect

Bette Newell as secretary. It passed.

ii. A motion was made by Bette Newell and seconded by Terry Blood to elect

Cecile Slywka as treasurer. It passed.

iii. A motion was made by Lyndsey Eccles and seconded by Bette Newell to elect Terry Blood as Vice President. It passed.

iv. A motion was made Terry Blood and seconded by Bette Newell to elect

Lyndsey Eccles as President. It passed.

B. Committees and Committee Roles

Three committees were retained from the current five.

i. Budget and Finance Committee

Lyndsey Eccles, Cecile Slywka, Mary Neal
ii. Human Resources Committee is the new designation of what was formerly the Personnel and Policy Committee and Directors evaluation Committee. Bette Newell and Twila Betzing.
iii. Strategic Planning Committee
Phil Noreen, Terry Blood, Lyndsey Eccles
C. Adoption of Meeting Calendar
A motion was made by Terry Blood and seconded by Phil Noreen to accept the meeting calendar for 2018 as presented. It passed.

4. Approval of Consent Agenda

A motion was made by Terry Blood and seconded by Cecile Slywka to accept the consent agenda as presented including the minutes of December 18, 2017, and the bills and the bank and loan balances. It passed.

5. Citizen's requests/Public Comment

Tom passed around a thank you note from a staff member for our Christmas gift to them.

Also a letter from Michele Hoitenga was circulated thanking the library for the Veteran's

Day program they conducted. One of our loyal student patrons Lorenz Hoernel was featured in the VOICE concerning the robotics team and also an article covering the Human Trafficking program was featured in the VOICE.

6. Standing Committee Reports

A. Budget and Finance

The Committee met and has recommendations to give to the board. Bids were

received from Cox Business Services and Kevin Kraft along with the City of Reed City. It was recommended that the Board adopt one entity for

doing the payroll and one for doing the accounting.

i. A motion was made by Bette Newell and seconded by Terry Blood to engage the company ADP to do our payroll at the annual rate of \$1,078.22. A roll call vote was taken. Yeas: Twila Betzing, Cecile Slywka, Terry Blood, Bette Newell, Phil Noreen.

Nays: None Lyndsey Eccles abstained.

ii. The Finance Committee recommended that the accounting job should go to the City of Reed City.

This change would result in a savings of approximately \$350 per month, comparing it with what we were paying to Crossroads Business Services.

There were concerns about possible conflict of interest in this arrangement by some members of the board. A sheet outlining all these concerns with responses by Tom and the committee were circulated with the Board packets. These concerns and responses are attached to these minutes.

The Reed City City Council discussed the request by the RCADL for a quote and contract for accounting services at their December and January meetings. Their attorney, Cynthia Wotilla was present at their meetings and no objections were raised. Our auditors made a suggestion that we

might want to have the City of Reed City act as our accountants. A motion was made by Phil Noreen and seconded by Terry Blood to engage the City of Reed City to do our accounting for one year at a cost of \$250 per month and an hourly fee of \$50 for

preparation of year-end adjusting entries and required schedules. A roll call vote was taken. Yeas: Twila Betzing, Bette Newell, Terry Blood, Phil Noreen, Lyndsey Eccles, Cecile Slywka. Nays:

None. It passed.

B. Personnel and Policy

C. Strategic Planning Committee
none

D. Director's Evaluation Committee
none

E. Executive Committee
none

7. Director's Report

A. See Attached.

B. 2018 Budget

around asking i. Tom reported that the Salaries and wages appear to be on track to be \$3,000 over the budgeted amount at the end of the fiscal year. He is not for any change at this time.

ii. Tom reported that we are currently \$268 over our budgeted amount of \$5,500 for professional services (accounting). We have \$1,700 left in our audit budget, and we will not be spending any more money on audits this year. He suggested we move the \$1,700 from the independent audit line 808 to the professional services line 801. A motion was made by Phil Noreen and seconded by Twila Betzing to move \$1,700 from line 808, Independent Audit to line 801, Professional Services. It passed.

8. Ongoing Business

A. Hersey Township

Tom reported that a productive meeting was held with Tom Fabus, the supervisor of Hersey Township. Tom received a reply from the State of Michigan library concerning the possibility of extending a seat on the Board to Hersey Township. This information was provided for all Board members.

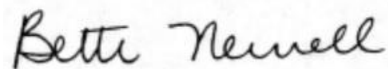
9. New Business

Bette reported that she received a text from a friend who had just been in the library and said that it was “very welcoming”. She also commended Tom for going the extra mile helping a young patron finding the sources he needed for a school project. Bette and Lyndsey both reported on things they learned at the conference with Sheryl Mase of the Michigan Library League. Lyndsey will write her a note of thanks.

10. Adjournment

A motion was made by Terry Blood and seconded by Phil Noreen to adjourn the meeting. It passed. Meeting adjourned at 7:35 p.m.

Respectfully submitted,



Bette Newell, Secretary, RCADL Board

Next meeting to be held on February 26, 2018 6 p.m.

to be approved on February 26, 2018.