

Reed City Area District Library
Board Meeting Minutes
Monday, May 19, 2014; 6 pm
In library proper

Present:

Christine Cox, President, Reed City
Phil Noreen, Vice President, Reed City
Mary Neal, Treasurer, Reed City
Bette Newell, Secretary, Lincoln Township
Edie Betzing, Richmond Township
Terry Blood, Richmond Township
Jacquie Gerould, Lincoln Township
Heather Symon, Library Director

1. Call to Order

The meeting was called to order by Christine Cox at 6 p.m. A quorum was present.

2. Approval of Agenda

The motion was made by Mary Neal and seconded by Bette Newell to approve the agenda as amended. It passed unanimously.

3. Approval of Minutes

The motion was made by Jacquie Gerould and seconded by Bette Newell to approve the May 8, 2014 (special meeting) minutes as read. It passed unanimously.

4. Citizen's Requests/Public Comment

The Director reported that an anonymous donation of \$500 was made to be used by the Library for whatever we need.

5. Report by City Council Representative.

none

6. Report of Finances

Approval of Bills

- The motion was made by Mary Neal and seconded by Edie Betzing to approve the bills as presented including the memo dated 5/19/2014

regarding payroll. It passed unanimously. Items in the memo included April 2014 payroll costs of \$ 3,417.26 and associated payroll costs of \$ 261.40. The memo also included costs as appropriate for a 944 tax payment/withholdings totaling \$766.66 and approval of an associated Fedwire expense in an amount up to \$ 35.00.

- The proposed 2014/2015 Fiscal Year budget was discussed. Wages are unchanged from last year. Cost savings were achieved in subscriptions, while janitorial costs have increased slightly. Possible operations millage funding was discussed. It was noted that with any increase in revenue, some line items may need to increase as well. It was noted that in recent years many concessions in the budget have been made to account for decreased revenue from years past.
- The motion was made by Terry Blood and seconded by Jacquie Gerould to discontinue the contract with Michigan Office Solutions effective June 1, 2014. It passed unanimously.
- A motion was made by Edie Betzing and seconded by Terry Blood to switch our current internet provider to Charter, ASAP, by July 1, 2014, with the understanding it is a no term contract. It passed unanimously.
- A motion was made by Mary Neal to accept the operating budget of \$110, 366 for the Fiscal Year July 1, 2014 to June 30, 2015 and seconded by Terry Blood. It passed unanimously. A motion was made to approve the construction budget of \$62,600 by Jacquie Gerould and seconded by Mary Neal as presented. It passed unanimously.
This makes a budget total of \$172,966.
- Mary Neal will get a report of the piggy bank project from Judy Knuttila and Barb Westerburg will show her how to make the deposit.

7. Committee Reports

New Facility Committee Report

The construction budget was discussed. Phil Noreen will have a user-friendly budget for the next meeting for use with the general public.

8. Director's Report

Heather reports that circulation is down slightly from last year. The decrease is credited to the harsh winter. Income is about the same as last year. Eight programs were completed in April 2014. Summer Reading program will begin with a kickoff event on June 21, 11-1 pm in Rambadt Park with camel rides for the kids. The 2014 theme is SCIENCE: FIZZ, BOOM, READ!

After Memorial weekend the Library will not be open on Saturdays.

9. Old Business

none

10. New Business

The Library needs to provide informational flyers for the millage issues. The possibility of sending out informational flyers in with the township newsletters was discussed. Edie will do this for Richmond township and Jacquie will talk to Lincoln township about doing it. Phil Noreen will make a list of capital replacement items that might need to be replaced in the first 15 years after renovation of building. This is needed for USDA funding that may be utilized.

11. Adjournment

A motion was made to adjourn the meeting by Edie Betzing and seconded by Terry Blood. It passed unanimously. Meeting was adjourned at 8:04 p.m.

The next meeting of the RCADL will be held on June 30, 2014 at 6 p.m. in the RCADL community room.

Respectfully submitted,

Bette Newell
Secretary
Reed City Area District Library