

**WEST BRANCH DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
January 2, 2012**

Members present: Lou Winter, Connie Kraska, Karen Michael (alternate), Sheldon Justice, Roberta Beck, Sue Smith, Bill Jennings, Alternates: Lesli Cull-Kloostra, Terry Barnhart and Ann Kovac, CPA

Call to order: Lou called meeting to order 6:30 PM

Minutes of Last Meeting: Sue made a motion to accept the minutes as read, Connie seconded. Motion carried.

Librarians Report: Report on file. Of interesting note long time patron, Irene Peterson, donated \$3200.00. Penal fine revenue chart was also reviewed, copy on file. An update on the Literacy Council-they had a recent meeting and the volunteer members will be taking on more responsibility for its functions. Pat Ecola will be taking on the clerical position. This is Marsha's last attendance at a board meeting as the director! At this time Marsha introduced the new director, Emily Clark, officially to the board. The board members welcome and look forward to working with her!

Treasurers Report: Reports on file. Sue and Marsha reviewed reports extensively with positive findings. Of special note are the negative figures in the net effect for library fund at the bottom which is due to the payoff of the bond. Even though the revenue is predicted to be down approx \$17,000 the expenditures will be also down but about \$20,000 so this will offset each other. All in all the accounts look in good shape.

Public Comment: None

New Business: Ann Kovac, CPA was present to review audit for fiscal year ending June 30, 2011. The most important page of the completed audit is the Independent Auditors' Report findings, the sole purpose to inform all of us the current state of finances. The Library received the "cleanest opinion" that can be obtained. This puts our overall situation in very good financial standing. Each significant page was reviewed with the board and no difficulties were noted. The entire audit is on file.

With the very generous donation from Irene Peterson, the request was put in to purchase a new projector with an estimated cost of \$599.00. We have been borrowing the City's projector and usage has increased, therefore it would make sense to have our own. Motion made by Lou to purchase a new projector in the stated price range, Connie seconded. All in favor, motion passed.

Next discussion was purchase of a new laptop for Emily, with both she and Andrew to determine type and model. Sue made a motion to purchase a new laptop computer for the director and Roberta seconded. Motion passed. Further discussion regarding the old lap top determined it was not worth much to anyone except perhaps Marsha who expressed interest in buying it. Motion was placed by Roberta to sell the old laptop to Marsha for \$1.00 and Sue seconded. Motion passed.

M-33 Access once again has presented the library with an irresistible bundle package- according to Andrew this is a significant "deal". An upgrade to a faster speed and phone service @ \$1500.00 per year. This was agreed on by the board to continue service

Brief discussion on election of officers resulted in a Motion by Connie to move all library actions to just prior to the start of the fiscal year. Roberta seconded, motion carried.

Old business: The security system purchased from George's Lock Shop was installed and will go "live" tonight after the meeting. Marsha reviewed the standards for operating and how it works. The total cost was \$1230.00

Hartzell-Mika evaluation was discussed. It was very apparent to the board as a whole that they did an outstanding job, both in finding the applicants, working with the board and in conducting the interviews. All in

all we were all extremely happy with the results. Marsha to relay that information. Also, a special thank you to Lesli, who spent extra time and effort as the go between with the consulting firm; also thanks to the personnel committee for their time and work. Again, a special welcome to Emily.

The updated district library document that the lawyer has drawn up was discussed. This document is to be taken to the two townships, Foster and Ogemaw, by the board representatives for their respective township boards to sign and return. The present resolution by the WBDL was read aloud by this secretary and authorized to sign by all board members. These documents will be filed with the Libraries of Michigan as required. Roll call vote to authorize same: Lou Winter- aye, Connie Kraska- aye, Bill Jennings- aye, Roberta Beck- aye, Sheldon Justice-aye, Kathy Shirey-aye Vote passed at 7:20 PM.

Some continued discussion was held regarding the Churchill Township issue. They have a meeting tonight, we will await their response to our letter.

As Marsha left with Emily, a short discussion was again held regarding the “open house” we intend to hold on Feb 1st, both to let the public say goodbye to Marsha and to introduce Emily. Lesli will work on this with Andrew with several other board members help on this and other planned events.

Motion to adjourn was made by Lou at 7:55 PM Roberta seconded. All in favor, motion passed.

Next meeting: February 6, 2012 6:30 PM