

BOARD OF TRUSTEES MEETING

October 7, 2013

6:30 p.m.

Present: Lou W., Emily B., Terry B., Karen M., Sue S., Sheldon J., Bill J., Lesli C.K.
Absent: Roberta B., Connie K., Kathy S.

Call to order by Lou W. at 6:30 p.m.

Minutes of last meeting: On file. Karen made the motion and Sheldon seconded to accept minutes as read. All in favor.

Public comment: None.

Treasurers Report: On file. Sue reported all was in line with revenues being at 44.2% for the year, and expenditures at 15.1%. Sheldone motioned to accept the report, Lou seconded. All in favor. Motion carried.

Librarians Report: The annual audit is taking place, and after changes were put in place from last year's audit (in cash receipts at the circulation desk), auditors are suggesting to have another check in place for internal control. Cindy and Julie from Stephenson Gracik will be at the November board meeting, but have suggested a board member or members go in and look at deposits against staff tally sheets once a month. It was decided the board President and Treasurer should handle this responsibility. Emily received a response back from the West Branch Township DDA (also a suggestion from auditors) requesting tax money be returned. The DDA apologized, but will not be able to give funds back due to business loop projects, but to try again in the spring. The library received a request from Craig Funsch Memorial Football game to sponsor a jersey. The board decided not to participate and set a precedent. The Literacy Council has asked if the library could host their group's separate website under the library's umbrella with the Literacy Council reimbursing the library for the cost. Sue motioned to add the Literacy Council to the library's website contract, Terry seconded. All in favor. The library will likely be posting a staff position for part-time help. Past candidates will also be considered.

Old Business: Refer to Librarian's report for electrician's Eddie K's recommendation on the elevator. His advice is to invest in a battery backup system for the library servers and move forward with the elevator line conditioner repair. The library has already purchased a battery backup system (from security camera grant). Sue motioned to move forward with the elevator line conditioner upgrade, Karen seconded. Motion passed. New library logo samples were presented. One logo was decided upon, but the board requested the graphic to be shrunk a little to fit better on letterhead and envelopes. Karen motioned to accept the new library logo. Terry seconded. All in favor. Churchill Township received the letter with the library lawyer edits. Emily will send copies to the county and the state. Staff will use a copy of the letter as well as the letter from the Churchill board requesting patrons pay to educate patrons about the new non-resident fee for Churchill Township residents. Trustees received the library's Annual Report at the last meeting. Karen motioned to accept the report, Sheldon seconded. Motion passed.

New Business: The board of trustees held officer elections. Sue nominated Lesli for Treasurer, Lou seconded. Motion passed. Sue nominated Terry for Vice President, Sheldon seconded. Motion passed. Sheldon nominated Kathy for Secretary, Lou seconded. Motion passed. Sue nominated Lou for President. Terry seconded. Motion passed. Nick Sippl was contacted for information on CPR and First Aid training for staff and board. From the previous meeting, Red Cross training would be around \$1000 to host, while Nick (with American Heart Association) would be \$50 per person for a four hour training (with a five person minimum to hold class). The board decided to cover interested Book Nook volunteers for training and asked Emily to follow up with Nick on how many could be accommodated in class (a limit?), and Nick's availability for a possible daytime training. Emily informed the board that health insurance premiums will be going up about \$2100 over budget starting in December, and adjustments will need to be made. The quarterly water bill was up (due to rates and possible leaks in the public restroom, which have

been fixed), and that line item may need to be adjusted in the future. The Friends of the Library asked the board for Wish List ideas for Book Nook funds. Emily proposed a disc repair machine, which run around \$3000, tables for the community room, shelving, and painting the front of the building. Lou made a motion to move forward with purchasing a disc repair machine for about \$3000 and replacing community room tables, Karen seconded. All in favor, motion passed. Emily also reported that the library received nearly \$9000 from the Barbara Rau Evans estate.

Next meeting is November 4, 2013, at 6:30 p.m.
Meeting adjourned 7:32 p.m.

Karen Michael for Kathy Shirey, secretary