

ALVAH N. BELDING MEMORIAL LIBRARY

302 EAST MAIN STREET BELDING, MICHIGAN 48809

REGULAR MEETING OF THE ALVAH N. BELDING LIBRARY BOARD

Library Board Minutes

Date: February 24, 2014

Library Board Members Present: Robert Ware, Kathleen Lehman, Carla Gunderson, and Mayor Ron Gunderson, City Board liaison.

Administrators Present: Deb Jones.

Members Absent: Linda Rousseau, Kathleen Flynn.

Guests Present: Betty Jenkins and Jared Seigel.

1. **Call to Order and Roll Call:** Meeting was called to order at 5:00 pm by Ware.
2. **Approval of Agenda:** Approved. Moved: Kathy. Support: Carla.
3. **Approval of Minutes:** January 27, 2014, minutes approved. Moved: Kathy. Support: Carla.
4. **Public Comment:** none.

5. Library Reports:

a. Director's Report:

The Internet and telephone service through Charter was down briefly on 1/28, and longer on 1/29. Service was restored on 1/30.

Water leaked in the new addition windows after the recent severe wind/rain storm. Deb will contact Modern Window Cleaning, who caulked the windows on 6/19/2013.

Builders Glass repaired the door closer on the ramp door on 2/3. Deb is closely monitoring a slow leak at this door.

Johnson Controls replaced a leaking pump on the hot water heater on 2/4.

Paul Jager (electrician) replaced 5 outside ramp step lights on 2/4. One light on the patio needs a new glass and ballast. Paul will return to replace the ballast in the large ceiling light in the YA section. New LED lamps for the chandelier have been ordered at \$18.00 each.

Nick Heimler (IT guy) was here on 2/4 to perform computer maintenance.

Deb has applied for E-Rate Funding for the 2014-2015 FY. The USAC/USF funding year is 7/1/14 - 6/30/15.

Lori Leugers, TeleComp Solutions, LLC, helps facilitate the paperwork. The Library paid Lori \$489.06 last year for her services. The funding request is \$1,460.45 for Internet, and \$1,728.00 for telephone. Currently we receive an 80% discount - we are in our second year of a three year agreement with Charter Business.

According to the 2013 National School Lunch Program E-Rate Report, 1,272 out of 1,984 Belding students received free and reduced school lunches.

The *Blind Date with a Book* display has been popular with library patrons.

Library Programs: Carrie showed the movie *Cloudy with a Chance of Meatballs 2*, on 2/10, to 42 people! Our next movie is *Catching Fire* on 3/10; *Booked with Friends* - Deb Stauffer, RD, on 2/19 at 6:30 pm; Lego Contest Party on 2/17, at 6:30 pm; *On the Same Page* presents Joyce McGarry: *What's New in Food Preservation?*, on 3/15, at 10:00 am.

Deb applied for and received a 2014 *Michigan Notable Books* Author Program grant. Our library will be hosting author Michael Schumacher - *November's Fury: The Deadly Great Lakes Hurricane of 1913*, this summer. Our library has previously hosted two MNB programs.

Deb is working with Barb Fagerlin and the Belrockton Museum on a Tom Sawyer *Big Read* grant for next summer.

Deb has ordered new library bags from JanWay Company for the Friends to use as fundraisers and speaker gifts. The library logo was drawn by artist Ryan Thomas.

Linda Rousseau and Deb will be attending the following township council meetings: Otisco Township, March 11, 7:00 pm, Orleans Township, March 18, 7:00 pm, and Keene Township, April 8, 7:00 pm.

Deb included the *Lakeland Fact Sheet* for January, 2014, and noted that we are not alone in experiencing declining library circulation and holds usage. Our January, 2014, circulation statistics increased despite the poor weather conditions.

b. **Monthly Financial Report:** Bob is working with Becky to develop a more user friendly billing and reporting system including when the bills are submitted, reported and a Balance Sheet.

6. **Notice of Paid Bills:** Approved and signed by Lehman. Motion: Carla. Support: Kathy L.

7. **Communication and Correspondence:** None.

8. **Unfinished Business:**

a. OCI Yearbook Project - on hold until we receive permission to digitize the high school yearbooks from the Belding Area Schools. Deb has emailed Mr. Zuver, Mr. Albert, and Mrs. Shriver, but has not received a reply. Deb has requested a copy of the contract from Oklahoma Correctional Industries, and has not received a reply.

b. Lakeland Library Cooperative USF Investment - The ANBL Board unanimously approved the establishment of the Alvah N. Belding Library Fund, in conjunction with the Grand Rapids Community Foundation. The agreement will be sent to the GRCF, with a check for \$25,462.30. The agreement is waiting for Bob and Katie's signatures. Copies of the agreement need to be made. The Fund advisor has changed; please see Schedule B, attached to the application form. Library donations will be deposited with the Alvah N. Belding Library Fund on a quarterly basis. The initial investment came from multi-library CD investments overseen by the Lakeland Library Cooperative. Due to low interest rates, the investments were given back to the owning libraries. The ANBL will publicize the new Fund in anticipation of donations. The Library Board wishes to thank Mike Verdun for his hard work in getting the Alvah N. Belding Library Fund established.

9. **New Business:**

a. Employee Handbook - Bob proposed that all Library Trustees, Deb, and Library Staff read the Employee Handbook draft and make comments to the Personnel Committee. The Personnel Committee will present their recommendations to the Library Board for discussion and approval. Ron will take a copy of the Employee Handbook draft to Meg, City Manager, to check for City compliance. Deb is willing to check with Library Law lawyers in case of any legal concerns.

b. 2014-2015 Library Budget Proposal - Deb presented the budget to the Board; review and discussion followed each line item. Trustees will propose changes and/or approval at the March 24, 2014 Board meeting. Copies of the budget proposal will be emailed to Linda and Katie.

10. **Public Comment:** None.

11. **Trustee Comments:** Discussion of the microfilm reader and copy charges. Carla asked how much E-Books cost and Deb explained that the book publishers set the prices and they are generally more expensive than print books.

12. **Adjournment:** Motion to adjourn: Carla. Support: Bob. 6:42 pm.

Respectfully submitted _____

Kathleen Lehman.

The next regularly scheduled Library Board meeting is March 24, 2014.