

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: March 24, 2014

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

Administrators Present: Deb Jones.

Members Absent: None.

Guests Present: Betty Jenkins and Jared Seigel.

1. **Call to Order and Roll Call:** Meeting was called to order at 5:03 pm by Ware.
2. **Approval of Agenda:** Approved. Moved: Linda R. Support: Carla.
3. **Approval of Minutes:** March 5, 2014, minutes approved. Moved: Carla G. Support: Linda R.
4. **Public Comment:** none.

5. **Library Reports:**

a. **Director's Report:**

Physical Plant - Our Internet and telephone service through Charter was down briefly on 3/17. Paul Jager (electrician) was here on 3/13 and 3/18 to replace lamps and ballasts.

Programs - March is Reading Month - I represented the library with a table display at Ionia County Community Mental Health for Dr. Seuss's Birthday program on 3/6. Linda and Carrie will represent the library with a table display at Ellis Elementary's Fiesta night on 3/20. I hosted the I.C.L.A. librarians here on 3/7, and Joyce McGarry, who spoke about *What's New in Food Preservation?* on 3/15, to 6 people. Carrie showed the movie *Catching Fire* on 2/10, to 19 people. Our next movie is *Frozen* on 4/14. *Booked with Friends* - John Frueh, granite engraver will be here on 3/19.

Library Bags - The new bags are here! Great looking - Springs colors. Bags are selling for \$10.00.

Supporting Area Townships Visit - Linda Rousseau and I attended the Orleans Township, March 18, Council meeting to introduce ourselves and promote the library.

Friends of the Library - I attended a Friends meeting on 3/13. Friends continue their wonderful support of the library. Friends recently purchased the Library bags and two more outside mats.

b. **Monthly Statistical Report:** Presented by Deb.

c. **Monthly Financial Report:** Current and future financial reports will be run for the entire month for review by the Board. This is a change from the past system.

6. **Notice of Paid Bills:** A question about the Johnson Controls bill (\$1685.12) from Ron Gunderson. Deb will send him a copy of the bill. Approved and signed by Lehman. Motion: Carla. Support: Katie F.
7. **Communication and Correspondence:** Distribution report from the U.S. Trust Nuckols Foundation.
8. **Unfinished Business:**
 - a. **Employee Handbook:** Deb shared copies of the Kent District Library Personnel Policy to Board members to use a model for our Employee Handbook. It was suggested that for any questions - Board members should refer to the U.S. Department of Labor web page. Ron shared information from City Manager, Meg Mullendore, regarding areas the Board needs to look into and gave Board members copies to review before the next Library Board meeting.
 - b. **2014-2015 Budget Proposal:** Budget approved as presented by Deb. Motion: Katie. Support: Linda.

9. New Business:

a. Charge for Holds: The Library currently charges \$1.00 per item for holds not picked up by patrons from other Lakeland Libraries. Motion made by Carla to eliminate the \$1.00 charge assigned to holds not picked up by the patron. Support: None. Motion defeated. Policy stands as written.

b. Rural Library Conference: Deb requested approval to attend the biannual *Small and Rural Library Conference* on Mackinac Island, April 30 - May 2, 2014. Board approved sending Deb to the conference, and the conference and ferry fee of \$487.00, plus mileage. Motion: Linda. Support: Carla. Motion passed.

10. **Public Comment:** Jared commented that he feels the \$1.00 per item charge for holds not picked up is a good thing - it's a good deterrent for patrons to request holds and not pick them up.

11. **Trustee Comments:** Deb handed out updated Trustee Manuals to the Board. Board member term dates were adjusted after discussion. Linda R. asked if the upcoming millage is a renewal - yes, it is a renewal. Deb handed out information she received at a Millage Campaign workshop at the Flint Public Library on February 11, 2014. It was suggested that Dave Meyers would be a good resource for us to use for our millage renewal campaign. It was commented that a consultant company for millage renewal is not very expensive.

12. **Adjournment:** Motion to adjourn: Carla. Support: Linda. 7:07 pm.

Respectfully submitted _____

Kathleen Lehman.

The next regularly scheduled Library Board meeting is April 28, 2014.