

ALVAH N. BELDING MEMORIAL LIBRARY  
302 EAST MAIN STREET BELDING, MICHIGAN 48809

REGULAR MEETING OF THE ALVAH N. BELDING LIBRARY BOARD

## August 24, 2015 Library Board Minutes

**Library Board Members Present:** Maria Jimenez, Kathleen Lehman, Robert Ware, Ron Gunderson, City/Library board liason, Carla Gunderson (arrived later)

**Members Absent:** Henry Kuhfeldt (illness)

**Interim Administrator Present:** Linda Chickering

**Guests Present:** Betty Jenkins, Robert Brown, Don Videan

1. **Call to Order and Roll Call:** Meeting was called to order at 5:01 pm by Bob Ware.
2. **Approval of Agenda:** Approved with additions: **UNFINISHED BUSINESS:** item e) periodicals in Overdrive, f) FOIA library documents/fees **NEW BUSINESS:** item b) resumes received for director's job, item c) Youth Librarian position vacancy, item d) Millage meeting at Lake Odessa Library  
Moved: Bob Support: Kathy, roll called and motion carried.
3. **Approval of Minutes:** Regular Meeting Minutes 7-27-15 Approved with the correction at the end regarding the future meeting dates. Moved: Bob Support: Maria, roll called and motion carried.  
**Approval of Special Meeting Minutes:** 7-6-15 Approved with the correction of Linda Weirenga's name change to Linda Chickering. Also remove a comma.  
**Moved:** Bob Support: Maria, roll called and motion carried.
4. **Public Comment:** None
5. **Library Reports:**
  - a. Director's Report: Report received for filing. Chamber of Commerce breakfast went well..

**Circulation Summary Report:** Report received for filing. Some areas of the report were discussed and Linda will recheck the information as she is not totally familiar with the program.

**Monthly Financial Report:** Report was not received due to City Hall.

**Notice of Paid Bills:** Report for July received for filing. Corrected Report for June received for filing. Motion made by Carla. Support by Bob. Roll called and motion carried.

**Communication and Correspondence:** None

### Unfinished Business:

- a. Discussion of the unused vacation and sick time for Deb Jones, who resigned her position as director. Motion made by Henry to pay Deb J. 2 hours unused vacation time and 44 unused sick leave days. Support by Bob. Roll called and motion carried.

- b. FOIA: Motion made by Carla to appoint Linda C. as the library's interim FOIA coordinator. Support by Henry. Roll called and motion carried.  
Motion made by Kathy to appoint Maria J. and Kathy L as the FOIA appeals committee. Support by Carla. Roll called and motion carried.
- c. Employee Handbook: There has been no information from legal on the Handbook. Bob will follow up on this.
- d. Job Description for Library Director: Thanks to Maria for compiling what we had used in the past and adding what we would like in our new director. After some minor adjustments, the description will be added to the Alvah N. Belding Memorial Library Webpage, and advertised on the Library of Michigan site.  
Motion made by Bob to get the job description posted. Support by Carla. Roll called and motion carried. Maria will complete this action.

**New Business:**

- a. Employee vacation/sick pay record keeping: Library employees will begin to use the same form to record their vacation/sick time as the city employees are using. This will ensure accurate records are kept for all employees including the new director.
- b. Building maintenance (painting) bids: Painters were called to quote a bid for maintenance on windows and doors. (see bid) Only one bid was received from Rasmussen Exteriors. Motion made by Kathy to accept the bid from Rasmussen Option #1 and Door Refinish. Henry Amended the motion that should lead paint be found during the completion of the job, that we request an additional bid if costs exceed 15% of the original bid. Support by Bob. Roll called and motion carried.
- c. Cement repair: Cement contractors were contacted for bids for repair of deteriorating cement outside the library. (see bid) Only one bid was received from Cusack's Masonry Restoration, Inc. Discussion followed. Motion made by Henry to accept Cusack's bid. Support by Bob. Roll called and motion carried.
- d. Close on September 5, 2015: Since there will not be a book sale during Labor Day weekend, a motion was made by Carla to close the library Labor Day weekend. Support by Henry. Roll called and motion carried.

**Public Comment:** The board was thanked for their service during this difficult time.

**Trustee Comment:** Kathy asked if the question regarding the balance of money available from the anonymous donation had been resolved. It has.

Maria will include \$40,000-\$50,000 pay range for the director's position in the job description.

The board expressed condolences to the Gunderson Family.

Discussion of Henry's technology assessment for the library's system.

**Adjournment:** Motion to adjourn at 6:59 pm by Henry. Support by Bob. Roll called and motion carried.

Respectfully Submitted,  
Kathleen Lehman

August 24, 2015 at 5 pm.

The next regularly scheduled Library Board Meeting is ~~JULY 27, 2015 at 5 pm.~~

~~Special Library Board Meeting is July 6, 2015 at 5 pm.~~