

ALVAH N. BELDING MEMORIAL LIBRARY
302 E. Main Street Belding, Michigan 48809

REGULAR MEETING OF THE ALVAH N. BELDING LIBRARY BOARD

12-14-15 Library Board Minutes

Library Board Members Present: Robert Ware, Maria Jimenez, Henry Kuhfeldt, Carla Gunderson, Mayor Ron Gunderson, City Library Board Liaison.

Members Absent: Kathleen Lehman.

Interim Director Present: Linda Chickering.

Guests Present: Betty Jenkins.

1. **Call to Order and Roll Call:** Meeting was called to order at 5:00 p.m. by Bob Ware.
2. **Approval of Agenda:** A motion was made by Bob W with support from Maria to approve the agenda with the following amendments: Unfinished Business: a) Employee Handbook; c) RMS vs Johnson Controls maintenance agreement - to move these 2 items to the January 2016 agenda. Roll called. Motion carried.
3. **Approval of Minutes.** Motion to accept the board minutes from the 11-23-15 meeting made by Bob W, support by Henry. Roll called. Motion carried.
4. **Comments from the Public:** None.
5. **Library Reports:**
 - a. **Director's Report.** Report received for filing. Additional comments from interim director on recent false fire alarms at library. Also discussed an additional \$500 donation for books.
 - b. **Monthly Circulation Summary.** Report received for filing. Additional comments from interim director: All numbers for September and October have now been entered and statistics updated.
 - c. **Monthly Financial Report.** Robert reported that financial numbers balanced on statements for the month of November. Also, year-end numbers are balanced.
6. **Notice of Paid Bills:** Discussion. A motion to approve the payment of the November 2015 bills was made by Bob W, support from Carla. Roll called. Motion carried.
7. **Communication and Correspondence.** Gretchen Houtman has submitted a letter of interest to the library board to fill the vacancy of Robert Ware, whose term ends 12/31/15. Motion was made by Bob W, seconded by Maria, to accept Gretchen Houtman's letter of interest. Linda Chickering will send a recommendation to City Council for approval at their January 5, 2016 meeting.
8. **Unfinished Business.**
 - a. **Employee Handbook.** Motion was made by Henry, support by Carla, to postpone work on the employee handbook until the January 2016 meeting. Roll called. Motion carried.

- b. Grand Rapids Foundation Contact List. Linda to set up new contact information with Grand Rapids Foundation after election of library board officers at the January 2016 meeting. Bob W's recommendation for the contact list is Board President, Treasurer, and Library Director.
- c. RMS vs Johnson Controls maintenance agreement. Motion made by Bob W, support by Henry, to postpone this item until the January 2016 meeting. Roll called. Motion carried.

9. New Business.

- a. EPS vs Fire Pros. Discussion of false fire alerts in early December. Linda called EPS and discovered that the library has an 'automatic contract' with EPS. No actual hard copy of the contract can be found in the library files. Linda will call EPS and ask for a copy of the contract. Cost of leaving EPS would be 75% of remaining monthly fees for the year. EPS does not do an annual check of the system; Fire Pros would do an annual check. Motion was made by Bob W, support by Maria, to table this item until the January 2016 meeting. Roll called. Motion carried.

10. Public Comment:

- a. Ron said the letter of appreciation sent to Betty from Sally Marr was very nice - Betty had compiled a list of memorial books donated in memory of Sally's husband, Richard, since Sally does not subscribe to the local newspaper where these lists are published. Ron discussed the City Christmas tree lighting event held on 12-04-15 and talked about plans already in progress for the 2016 event. Ron thanked Bob W for his years of service on the library board.
- b. After a very generous monetary donation in 2015, Betty said she compiled a list of how that money was spent to let this donor know the positive impact his generosity had on the library.

11. Trustee Comments:

- a. Henry thanked Betty for doing a great job on writing articles about the library for The Daily News.
- b. Bob W made up a list of items that will need to be checked on periodically throughout the year, such as quarterly reports from the Grand Rapids Foundation. According to the board's bylaws, his term ends on 12/31/15. He will preside over the January 2016 meeting until the election of new officers. He also offered to look at future financial statements if we have questions. He talked to Christine Felde at Chemical Bank who wants to know when our CD is up for renewal as she said she would go 0.1% over the rate offered to us from other financial institutions. Bob W said he has enjoyed his term on the library board, and the board thanked him for his years of service.

12. Adjournment:

Motion made by Bob W with support from Maria to adjourn. Roll called.
Motion carried. 6:15 p.m.

The next regularly scheduled Library Board meeting is January 25, 2016 at 5:00 p.m.

Respectfully submitted,

Carla Gunderson
Acting Secretary