

REGULAR MEETING OF THE ALVAH N. BELDING LIBRARY BOARD

January 26, 2015 Library Board Minutes

Library Board Members Present: Carla Gunderson, Henry Kuhfeldt, Kathleen Lehman, and Robert Ware.

Members Absent: None.

Administrators Present: Deb Jones.

Guests Present: Betty Jenkins, Mayor Ron Gunderson, City Board liaison, Robert Brown, Kathleen Flynn, and Jerry Lallo.

1. **Call to Order and Roll Call:** Meeting was called to order at 5:03pm by Bob Ware.
2. **Approval of Agenda:** Approved as amended: Add to New Business: (i) Johnson Controls and RMS Energy proposal, and (j) Big Read Grant. Postpone New Business Agenda Items: a., e., and g., and Unfinished Business items a., and b. Moved: Carla G. Support: Henry K. Roll Call - Motion Carried.
3. **Approval of Minutes:** December 15, 2014, Regular Meeting Minutes Approved as Amended: Minutes submitted by Carla (Gunderson), not Katie (Flynn). Moved: Henry K. Support: Kathy L. Roll Call – Motion Carried.
4. **Public Comment:** None.

5. Library Reports:

a. Director's Report:

Physical Plant

- DTE replaced our gas meter on 12/16.
- The “tall” drinking fountain was repaired on 12/19/14, by Russell Plumbing and Heating. It was found that the power supply was not connected; the neutral wire was not making contact – so a new sensor was not needed. (\$363.35 labor, including \$5.99 for a new Allen wrench for the toilets).
- Bob Jakeway has completed repairs around the Library – looks great!

Staff

- Staff wore Christmas sweaters to work for a donation to the ICCMH Senior Santa program, on 12/19.
- Deb attended a Teen Programming webinar on 1/14.
- Linda will be attending a Circulation Forum meeting at the Howard Miller Library (Zeeland) on 1/28.

Friends of the Library

- Friends made \$357.50 at their January book sale. Left over books were donated to Mel Trotter. Thank you Friends!
- *Booked with Friends* speaker series – Cindy Hughes on 2/18.

Programs

- Jared showed the movie *Guardians of the Galaxy* on 1/12 to 17 people. The next movie is *The Boxtrolls* on 2/9.
- Carrie is hosting a Lego Contest this month – Winner’s party on 2/16.
- Melody is teaching an OverDrive class on 2/13; and an Intermediate Computer class on 2/20.
- *On the Same Page* kick-off on 2/14 – featuring a Lotion Class by Rachel Sadowski at 10:00am.
- Saturday Morning Poetry featuring local author Brian Moilanen – 2/21 at 11:00am.

Community

- Jan Mehney and I submitted our application for the Big Read grant on 1/28.

- Belding Adult Education will be sending a student to the Library for Job Shadowing/volunteering beginning 2/19.
- Carrie spoke to *Ellis Moms* on 1/23 for their Ellis Family Literacy series.

Lakeland Library Cooperative (LLC)

- Our Library loaned 4,973 items to the LLC in 2014, with an average of 414 titles per month.
- Our Library borrowed 3,880 items from the LLC in 2014, with an average of 323 titles per month.
- Our Library loaned and borrowed 1,660 items to/from libraries around Michigan in 2014.

Donations

- We received \$9,900.00 from an “anonymous” donor.
- We received \$3,000.00 from the Stockton Charitable Foundation for Summer Reading Program.
 - * (Deb called the “anonymous” donor to thank him and to ask what he wanted the Library to do with his donation – he replied: 1. He would like staff wages to keep in line with inflation. If they were not, he would like the Library staff to receive a raise or a bonus. 2. He would like the Library to order more books on CD. 3. He stated that it was ultimately up to the Library as to what they wanted to do with the donation).

b. Circulation Summary Report: (The Adult Internet Usage statistic was missing from the report due to a malfunction of the PC Cop software). Report received for filing.

c. Monthly Financial Report: Bob W. received detailed information about Library accounts from (the City of Belding), and will alert the Library Board if there are any concerns. Bob W. wants her (?) to check into line item # 811, and line item #921, to uncover any discrepancies. Memorial donations are in line. Charter (Business) has issued credits for telephone (and Internet) services due to E-Rate funding. Bob W. is attempting to get accurate (financial) information to assist in planning next year’s budget. The report was received for filing.

6. Notice of Paid Bills: Approved as presented. Approved and signed by Bob W. Motion: Kathy L. Support: Carla G. Roll Call. Motion carried.

7. Communication and Correspondence: Thank you notes and one suggestion for different (Library) hours were presented. A letter to the Library Board of Trustees from Roger May was read aloud. Bob W. was disappointed that a local bank did not offer a (CD) interest rate of 1.00%.

8. Unfinished Business:

- a. Personnel Handbook: Postponed.
- b. OverDrive Electronic Periodicals: Postponed.

9. New Business:

- a. Exploration of Extending Library Hours: Postponed.
- b. Ash Foundation Deposits: A motion was made to (deposit) \$10,000 into the Alvah N. Belding (Library) Foundation. Motion: Henry K. Support: Carla G. Roll Call. Motion carried.

c. Election of New Officers:

Henry K. nominated Carla G. for Library Board Treasurer. Support: Bob W. Roll Call. Motion carried.

Carla G. nominated Bob W. (to continue) as Library Board President. Support: Henry K. Roll Call. Motion carried.

Bob W. nominated Henry K. as Library Board Vice President. Support: Roll Call. Motion carried.

Carla G. nominated Kathy L. as Library Board Secretary. Support: Bob W. Roll Call. Motion carried.

* Library Trustees for Calendar Year 2015: President: Robert Ware, Vice President: Henry Kuhfeldt, Secretary: Kathleen Lehman, and Treasurer: Carla Gunderson

d. Good Friday Closing:

Deb questioned why the Library was closed on Good Friday. The majority of (Lakeland Library Cooperative) Libraries are open on Good Friday. The majority of Alvah N. Belding Library Staff would like the Library to remain closed on Good Friday. The Library has been closed on Good Friday because the City of Belding has been closed on Good Friday.

e. Moving the December 28, 2015, Library Board Meeting to December 21, 2015: Postponed.

f. Procurement Authorization for E-Rate Funding:

Deb requested a letter from the Library Board authorizing her to purchase items for the Alvah N. Belding Library. Motion: Carla G: to authorize Deb Jones to purchase items, while staying within the budget, for the Alvah N. Belding Library. Support: Henry K. Roll Call. Motion carried.

g. Anonymous Donation: Postponed.

h. New Library Trustee:

Motion made by Carla G. to accept the resignation of Kathleen Flynn from the Library Board of Trustees due to her change in residency. Support: Henry K. Roll Call. Motion carried.

i. Johnson Controls and RMS Energy Proposal: Postponed.

An Energy Proposal to lower the Library's heating and cooling costs by dividing the Library into zones. Deb suggests we wait until open library hours are set. Johnson Controls: \$610.00. RMS: \$560.00.

Motion made to postpone decision on the Energy Proposal: Kathy L. Support: Henry K. Roll Call. Motion carried.

j. Big Read Grant:

Deb requested \$1,000.00 from the Library for the Big Read Grant. The Belding Area Schools, the Belrockton Museum, and the Alvah N. Belding Library are applying for the (\$7,825.00) grant. The Friends of the Library are donating \$1,000.00. The Library's contribution will be taken out of Donations. Motion: Henry K., to give \$1,000.00 from the anonymous donation for the Big Read Grant. Support: Carla G. Roll Call. Motion carried.

- 10. Public Comment:** Ron Gunderson, will need to leave the Library Board meeting at 6:40pm, tonight, to attend a City Council meeting, to discuss the Interim City Manager. Jerry Lallo commented on how helpful and friendly library staff are. Betty Jenkins thanked the Library Board for deciding to stay closed on Good Friday. Katie Flynn typed a copy of her notes on the Personnel Handbook. Katie and Deb were not able to meet on December 17, 2014, to review the Handbook.

11. Trustee Comments:

Carla thanked Katie Flynn for her service. Carla mentioned that the Nuckols CD will need the new City Manager's signature. Henry thanked Katie for making him feel welcome. Henry thanked the Library Staff for all the "extras" they do. Henry suggested that Library Staff be nominated for the City's Good Neighbor Award.

- a. **Adjournment:** Motion to adjourn at 6:30pm by Bob W. Support: Henry K. Roll-Call. Motion carried 4-0.

Respectfully submitted:

Kathleen Lehman

The next regularly scheduled Library Board meeting is February 23, 2015, at 5:00pm.

This institution is an equal opportunity provider and employer.

