

**DRAFT**

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

**REGULAR MEETING OF THE ALVAH N. BELDING LIBRARY BOARD**

**December 12, 2016 Library Board Minutes**

**Library Board Members Present:** Kathleen Lehman, Neil Pettifor, Gretchen Houtman, Robert Ware, Carla Gunderson, Mayor Ron Gunderson, City Library Board Liaison.

**Administrator Present:** Britney Dillon, Library Director

**Guests Present:** Bruce Brown, Betty Jenkins.

1. **Call to Order and Roll Call:** Meeting was called to order at 5:35 p.m. by Kathy Lehman. Roll call was taken.
2. **Approval of Agenda:** A motion was made by Neil with support by Carla to approve the agenda with the following amendment and additions: Unfinished Business: A) ERate Reimbursement/Library Credit Card; D) Electronic sign; E) Mural on Wall; F) Violent Encounter Policy; G) Trustee Bylaw Committee. New Business: E) Battle of the Books Program. Roll called. Motion carried.
3. **Approval of Minutes.** Gretchen moved to approve the regular meeting minutes from October 24, 2016, with support by Neil as presented. Roll called. Motion carried.
4. **Comments from the Public:** Bruce Brown, Belding City Manager, presented options regarding moving forward in light of the recent passage of the City Charter Amendment following the November 8 election. With the majority of board members now being required to be residents of the City of Belding, this means that the Library Board must either amend their bylaws and move to a 7-member Board or have one current nonresident Board member step down.
6. **Library Reports.** Director's Report. Youth Service Report. Monthly Circulation Summary Report. Financial Report. These reports were received for filing.
6. **Notice of Paid Bills.** Motion by Carla, support by Gretchen, to approve Notice of Paid Bills for October, 2016. Roll called. Motion carried. Motion by Bob, support by Kathy, to approve Notice of Paid Bills for November, 2016. Roll called. Motion carried.
7. **Communication and Correspondence.** Brief discussion of the favorable publicity received from The Daily News regarding articles published for the Library. The Ionia Sentinel Standard also publishes articles in their E-edition.

## Unfinished Business.

- A) **ERate Reimbursement/Library Credit Card.** Starting this year, ERate reimbursement will no longer be in check form but will require direct deposit into Library bank account. Motion by Neil, support by Gretchen, to give permission to Britney Dillon, Library Director, to open a bank account to include a (debit card, not credit card), with a policy on a bank account to be written. Roll called. Motion carried.
- B) **CD Maturity.** Current CD is up on 12/14/16 with a 10-day window of decision time. Current interest rate offered by Mercantile Bank for one year is 0.50%. Motion by Neil, support by Gretchen, to leave current CD at Mercantile for the next 12 months. Roll called. Motion carried.
- C) **Strategic Plan.** Discussion involved 5-year plan. Each Board member to discuss 2 goals at January, 2017 meeting.
- D) **Electronic Sign.** Ron Gunderson presented 2 drawings of potential sign design to the Board. Motion by Carla, support by Gretchen, to have Britney and Ron present these mockups of electronic sign to the Historical Society at their meeting on 12/15/16. Roll called. Motion carried.
- E) **Mural on Wall.** Bruce Brown reported that the clock tower drawing has been reworked and other details have been added. Funding has been identified and the project will be ready to begin in the Spring.
- F) **Violent Encounter Policy.** The Library Staff watched a webinar about how to handle violent encounters in the Library. Britney will talk with Police Chief Dale Nelson about staff training. She will present the Board with an updated policy in the future.
- G) **Trustee Bylaws Committee.** Kathy Lehman, Robert Brown, and Ron Gunderson are on this committee. Robert is currently working on the bylaws and will email Ron and Kathy when completed.

## New Business

- A) **Board Configuration and Board Terms.** Kathy asked Board members to bring original paperwork received at the time of their Board appointment to the January, 2017 meeting to confirm dates of service. Motion by Kathy, support by Carla, to amend Bylaws of Board of Trustees, Article I, Name and Membership, to change the five-year term appointment to a three-year term appointment; Article III - Meetings, to change meeting dates from the 4<sup>th</sup> Tuesday of each month to the 4<sup>th</sup> Monday of each month. Roll called. Motion carried.

Motion by Neil, support by Bob, to table the following New Business items until the January, 2017 meeting due to time constraints of the current meeting: B) Board Email Address, C) Policies, and D) Furniture. Roll called. Motion carried. Kathy expressed her intent for term renewal to the Library Board of Trustees. Gretchen expressed her intent to resign from the Library Board of Trustees.

Motion by Bob, support by Carla, to adjourn the meeting at 7:35 p.m. Roll called. Motion carried.

The next regularly scheduled Library Board meeting is January 23, 2017, at 5:30 p.m.

Respectfully submitted,

Carla Gunderson  
Acting Secretary