

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

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

**August 22, 2016 Library Board Minutes**

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

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

**Guests Present:** Betty Jenkins, Robert Ware, Henry Kuhfeldt.

1. **Call to Order and Roll Call:** Meeting was called to order at 5:38 p.m. by Kathy Lehman.
2. **Approval of Agenda:** A motion was made by Gretchen with support by Neil to approve the agenda with the following addition: G) Six-month director evaluation. Roll called. Motion carried.
3. **Approval of Minutes.** Carla moved to approve the regular meeting minutes from July 25, 2016 with support by Gretchen. Roll called. Motion carried.
4. **Comments from the Public:** None.
5. **Library Reports.** Director's Report. Youth Service Report. Monthly Circulation Summary Report. Britney added that the Friends' book sale will be September 6-10, and a replacement face for the sign has arrived. Also, e-periodical circulation has decreased and Lakeland is looking at streamlining the process. A teen collection line has been added to the Circulation Report. These reports were received for filing.
6. **Notice of Paid Bills.** Motion by Gretchen, support by Neil. Roll called. Motion carried.
7. **Communication and Correspondence.** Robert Ware submitted a letter of interest for the current vacancy on the Library Board of Trustees.

**Unfinished Business.**

- A. **Employee Handbook.** Motion by Gretchen, support by Carla, to accept the Employee Handbook as presented per recommendation of the Personnel Committee. Neil respectfully abstained from the vote. Roll called. Motion carried.
- B. **Millage.** Current library directors are putting together guidelines for future millage campaigns. Remaining millage funds were redistributed to the six county libraries.
- C. **Library Geocache.** Geocaching book to be ordered and dummy book to be prepared.

## **New Business**

- A. **Policy Handbook.** Unattended Children Policy distributed and read. Motion by Neil, support by Carla, to adopt Unattended Children Policy. Roll called. Motion carried.
- B. **Library Credit Card.** Discussion. Motion by Kathy, support by Carla, to obtain card. Roll called. Motion carried.
- C. **City Resolution.** Discussion. Resolution to voters in November regarding nonresidents serving on City boards.
- D. **Leave Request.** Discussion. Motion by Carla, support by Neil, to accept Library Director's maternity leave request as amended. Roll called. Motion carried.
- E. **Board Vacancy.** One letter of interest has been submitted.
- F. **Short Takes for Trustees.** Library Advocacy.
- G. **Six-Month Director Evaluation.** Evaluation distribution to trustees to complete and review at next meeting during closed session.

**Public Comment:** None.

**Trustee Comments:** Neil requested information about Friends of the Library. Britney explained role of the Friends and their library functions. Kathy said an envelope will be left at the front desk for those who want to contribute in the memory of Maria's sister-in-law.

Motion made by Carla, support by Neil, for meeting adjournment at 7:20 p.m. Roll called. Motion carried.

The next regularly scheduled Library Board meeting is September 26, 2016, at 5:30 p.m.

Respectfully submitted,

Carla Gunderson  
Acting Secretary