

July 25, 2016 Regular Library Board Minutes

Alvah N. Belding Memorial Library
302 E Main St., Belding, MI 48809

Library Board Members Present: Gretchen Houtman, Neil Pettifor, Carla Gunderson, and Ron Gunderson (City Representative)

Library Board Members Absent: Kathy Lehman, Maria Jimenez

Administrator Present: Britney Dillon, Library Director

Guests: Betty Jenkins, Robert Brown

1. **Call to Order and Roll Call:** Carla called the meeting to order at 5:31 pm. Roll called.
2. **Additions to the Agenda:** Library card registration
3. **Approval of Agenda:** Gretchen made a motion to approve the agenda as amended. Motion supported by Neil. Roll called, motion carried.
4. **Approval of June Minutes:** Neil made a motion to approve the minutes as written. Motion supported by Gretchen. Roll called, motion carried.
5. **Library Reports:**
 - a. Director's Report: Carla asked about the July 15 movie. Britney stated it was cancelled due to inclement weather.
 - b. Monthly Circulation Report: In the new fiscal year (16/17) Britney will start tracking the statistics of teen library activity.
 - c. Monthly Financial Report: Due to outstanding invoices, May's summary report was corrected at the July meeting. June's report will be corrected at the next meeting.
6. **Notice of Bills Paid:** Neil made a motion the Board accept the corrected statement. Motion supported by Gretchen. Roll called, motion carried.
7. **Communication and Correspondence:** Flowers for the outside of the building were donated by Two Seasons Greenhouse. Britney sent them a thank you note.
8. **Unfinished Business:**
 - a. Employee Handbook: It is now in the possession of the lawyer. It should be returned by the next Board meeting.
 - b. Employee Job Descriptions: Britney explained there is one part-time and two full-time descriptions, due to the differences in the positions. There was discussion about the physical requirements. Carla made a motion to accept the descriptions as written. Motion supported by Gretchen. Roll called, motion carried.

- c. Employee Evaluations: Britney completed evaluations last week. She used the forms that were approved at the May Board meeting. She had many positive comments concerning staff.
- d. Millage: There is one more meeting for the YES Committee. We have accomplished all we can do. There has been a positive response from the public. We are going to have the banner in the Belding Labor Day parade.
- e. Library Geocache: Neil explained the geocache program. He is waiting for approval from the administrators in order to move it forward. To solve the puzzle, it is necessary to come in to the building. This program will provide more exposure for the Library.

9. New Business:

- a. Policy Handbook: Britney presented the Internet and Computer Policy. There was discussion and Carla made a motion to approve the policy as written. Motion supported by Neil. Roll called, motion carried.
- b. Library Credit Card: Britney requested a credit card by approved for her to meet on-demand purchases, as well as for things like conference and workshop registrations. Currently, it is necessary for her to pay out-of-pocket and then wait to be reimbursed. This is not always convenient. Discussion followed, and it was decided Britney would bring a couple of card options to present to the Board at the next meeting. Neil made a motion that Britney write a credit card policy to be presented at the next Board meeting. Motion supported by Gretchen. Roll called, motion carried.

The next regularly scheduled Library Board Meeting is August 22, 2016.

Respectfully submitted,

Gretchen Houtman,
Acting Secretary