

## May 23, 2016 Library Board Minutes

Alvah N. Belding Memorial Library  
301 E. Main Street Belding Michigan, 48809

**Library Members Present:** Gretchen Houtman, Neil Pettifore, Kathy Lehman, Maria Jimenez, Carla Gunderson, Ron Gunderson City Library Representative

**Members Absent:** None.

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

**Guests:** Betty Jenkins

1. **Call to Order and Roll Call:** Kathy called the meeting to order at 5:33, Maria called roll.
2. **Approval of Agenda:** Maria made a motion to approve the agenda with the additions, Gretchen seconded. Roll called. Motion carried.
  - a. Neil added "letterboxing" to New Business
  - b. Gretchen added "millage" to unfinished business
  - c. Britney added trustee video to New Business
3. **Approval of Minutes:** Gretchen made a motion to accept the amended minutes, Neil supported. Roll called. Motion carried.
  - a. Neil pointed out that under "New Business" there was a motion to go with "E - Tax Check" the group decided to have Britney bring a wish list, and that \$5,000 should be put aside for a new library sign.
4. **Comments from the Public:** None.
5. **Library Reports:**
  - a. Director's Report:
    - i. Electrician fixed lighting
    - ii. Nick Heimler is coming 5/24/16 to fix firewall
    - iii. Britney presented to 65 people at the Rural Libraries Conference
    - iv. Betty and Britney went to the Adult Services Round Table
      1. Circulating non-traditional materials
    - v. Lori/Britney went to beginning workshop to get certified
    - vi. Jared and Melody went to steampunk workshop - they are doing teen program
    - vii. Britney will be going 6/14/16 @ 7:00PM to Otisco Township Meeting
    - viii. Britney amended her minutes because she was not at the Yes Committee meeting on 5/17/16.
  - b. Monthly circulation summary report:
    - i. Britney handed out a corrected copy
    - ii. She said that 140 teen check-outs for month of May

- c. Monthly financial report: There was one error on the city's reports, but it was corrected.
- 6. **Notice of Paid Bills:** Carla made a motion to accept paid bills, Maria supported. Roll called. Motion passed.
- 7. **Communication and correspondence:**
  - a. Greenville Area Community Foundation donation letter about Bill Braman annual donation of \$2,500.00 for the next 10 years.
  - b. Thank you note from Faith Community Christian School
- 8. **Unfinished Business**
  - a. Employee Handbook:
    - i. Personnel committee has met two times since last board meeting, almost ready to go to review by the lawyer.
    - ii. Britney handed out a possible employee evaluation template to incorporate regularly, and Kathy added it to "New Business".
  - b. Library Director job description
    - i. Gretchen commented about the length and complexity.
    - ii. Kathy had questions about use of the word "Library" as the building versus the organization.
    - iii. Maria made a motion that the board accept the job description created by Britney, Gretchen supported. Roll called. Motion carried.
  - c. Summer reading:
    - i. Britney reported that the planning is going well.
    - ii. Britney has asked Carrie Roer to help guide Lori with Summer Reading planning.
    - iii. Donation letters have been sent out to the community.
    - iv. All large programming has been booked.
    - v. Lori has two class visits where she will hand out literature about programming. Outreach has been made. May 31st is first day of sign up.
  - d. Library sign:
    - i. Kathy felt the sample was too small (20" x 32")
    - ii. Britney informed the group that we may have the money in the budget
    - iii. Ron asked about electrical being run to the sign, and what the cost would be
    - iv. Britney will e-mail our electrician about installation, and find out from Oakwood who installed their sign
    - v. Kathy made the point that we cannot use millage money to pay for building expenses, but that we should use the donation money for the sign.

- vi. Neil made the motion to allow Britney to spend up a maximum of \$20,000.00 to buy the electronic sign from Stewart Signs, Gretchen supported the motion.
- vii. Ron asked how we would present the sign outside.
- viii. Neil amended the motion to include the items needed to mount the sign. Roll Called. Motion Carried.
- ix. Britney said she will get quotes for install.
- e. Millage:
  - i. Kathy and Carla went to the millage meeting.
  - ii. Britney showed board the flyer she created for the millage
  - iii. Gretchen wanted to know what the board should be doing right now to prepare.
  - iv. YES committee is working on postcards to send out
  - v. May 31st is a YES committee meeting

## **9. New Business**

- a. Budget
  - i. Britney wants to replace the children's computers as they are 9 years old, as well as replacing the literacy stations.
  - ii. Britney wants to install two computers in the teen area as an effort to get teens to feel comfortable in the area. The computers would be for teen use only after 2:30PM.
  - iii. Group discussion about where money needs to be allocated.
  - iv. Gretchen made a motion to make all technology upgrades up to \$10,000.00, Carla supported. Roll called. Motion passed.
  - v. Neil made a motion that the remaining money be spent on library materials and library improvement at the director's discretion, Maria supported. Roll called. Motion carried.
- b. Bill Braman contribution
  - i. Britney asked that some of the Braman contribution be used for Summer Reading prizes
    - 1. 8 weeks worth of prizes
    - 2. Prizes for both adults and children
  - ii. Carla made a motion that Britney use part of the Braman money to buy prizes for Summer Reading, Gretchen supported. Roll called. Motion carried.
- c. Letterboxing
  - i. Neil described that Letterboxing is similar to Geocaching. Neil described the Letterboxing process and how we can use it to get people into the library. The website is [letterboxing.org](http://letterboxing.org)

- ii. Neil's daughter said she would be willing to create the clues for the letter box.
  - d. Trustee Video (tabled)
  - e. Staff Evaluation form
    - i. Britney compiled the form from other evaluation forms used by other library directors.
    - ii. Carla made the motion to accept the evaluation form that Britney presented, Kath supported. Roll carried. Motion passed.
- 10. **Public comment:** None.
- 11. **Trustee Comments:**
  - a. Carla expressed her gratitude for Britney's vision and passion, and her overall enthusiasm for the library.
  - b. Neil also expressed how impressed he was with Britney's ability to be realistic, but maintain a vision.
- 12. **Adjournment:** Neil made the motion to adjourn, Carla supported. Motion carried. 8:10P.M.

**The next regularly scheduled Library Board Meeting is June 27, 2016 at 5:30 p.m.**

Respectfully submitted,

Maria Jimenez  
Secretary