

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

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

**January 23, 2017 Library Board Minutes (Amended)**

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

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

**Guests Present:** Gretchen Houtman, Robert Brown, Betty Jenkins.

1. **Call to Order and Roll Call:** Meeting was called to order at 5:30 p.m. by Kathy Lehman. Roll call was taken.
2. **Approval of Agenda:** A motion was made by Carla Gunderson with support by Neil Pettifor to approve the agenda with the following amendment: Moving election of officers for 2017 to the beginning of the agenda. Roll called. Motion carried.

**Election of Library Trustee Officers for 2017.**

Carla Gunderson nominated Kathy Lehman for Board President. Kathy accepted this nomination. Roll called; accepted.

Carla Gunderson nominated Neil Pettifor for Board Vice President. Neil accepted this nomination. Roll called; accepted.

Kathy Lehman nominated Robert Ware for Board Treasurer. Robert accepted this nomination. Roll called; accepted.

Kathy Lehman nominated Carla Gunderson for Board Secretary. Carla accepted this nomination. Roll called; accepted.

3. **Approval of Minutes.** Motion was made by Robert Ware, support by Carla Gunderson, to approve the regular meeting minutes from December 12, 2016 as presented. Roll called. Motion carried. Motion was made by Kathy Lehman, support by Robert Ware, to approve the special meeting minutes from January 5, 2017 as presented. Roll called. Motion carried.

4. **Public Comments on Agenda Items:** None.

5. **Library Reports:**

Director's Report: Kristen Videan has been hired to fill the empty Library Assistant position. Monthly Circulation Summary Report. Circulation numbers were decreased for December throughout the Lakeland service area. Financial Reports: Robert Ware discussed financial details on the monthly statements. Neil Pettifor inquired about financial statement training for the Board members. This topic will be revisited during the February meeting with the possibility of holding a special meeting in March. These library reports were received for filing.

6. **Notice of Paid Bills.** Motion by Robert Ware, support by Neil Pettifor, to approve Notice of Paid Bills for December, 2016, as presented. Roll called. Motion carried.
7. **Communication and Correspondence.** Gretchen Houtman's letter of resignation from the Board of Trustees was received. Kathy Lehman's letter of interest to remain on the Board of Trustees was received. Kareen Thomas sent notification that the Trustee Bylaws had been passed by Belding City Council.

#### 8. Unfinished Business

- A) **eRate Reimbursement.** Checking account has been set up at Independent Bank. Invoices have been sent and we are now awaiting eRate reimbursement.
- B) **CD Maturity.** CD has been renewed for one year at Mercantile Bank. Copy of CD is in lockbox.
- C) **Strategic Plan.** Discussion; every library needs a strategic plan. Strategic Planning Committee created of Britney Dillon, Kathy Lehman, and Carla Gunderson.
- D) **Board Terms.** Item tabled until late in 2018 when the terms of two Board members will be due to expire simultaneously. A charter corrective action plan was presented to stagger end-term dates in the future.

#### 9. New Business

- A) **Board Email Address.** Lakeland has one available email address remaining for assignment. Britney Dillon offered this email address to the members of the Board of Trustees for library correspondence. Motion by Carla Gunderson, support by Neil Pettifor, to accept the email address. Roll called. Motion carried.
- B) **Policies.** Britney Dillon presented six new policies to the Board for their review: Audio-Visual Materials, Collection Maintenance, Intellectual Freedom, Library Card Registration, Materials Selection, Reference and Research. Motion by Neil Pettifor, support by Robert Ware, to accept these new policies. Roll called. Motion carried.
- C) **Furniture.** Britney Dillon asked the Board's permission to sell several older computers no longer in use at the library. Motion by Carla Gunderson, support by Neil Pettifor, to allow the sale of these computers. Roll called. Motion carried. Britney Dillon also discussed the possible future purchase of additional furniture for the library.
- D) **Budget.** Britney Dillon and the Budget Committee will meet next week to discuss the upcoming budget, with submission to the City by March 1, 2017.
- E) **Election of Officers;** see above.
- F) **2017/18 Meeting Schedule.** Meeting dates in 2017: January 23, February 27, March 27, April 24, May 22, June 26, July 24, August 28, September 25, October 23, December 11, with first meeting in 2018 scheduled for January 22 with election of new officers.

10. **Public Comment on Non-Agenda Items:** Gretchen Houtman is now the Friends of the Belding Library liaison to the Board of Trustees and will be attending the monthly meetings to update the Board on news and events of the Friends. Britney Dillon reported that the Friends recently purchased two small vacuums for the library to help with the cleanup of sidewalk salt on the carpeting. The next used book sale is scheduled for the end of March. Robert Brown reported that he recently helped the Friends apply for a 501C3 status. Robert also requested a letter of recognition for helping in the development of the Trustee Bylaws to add to his professional portfolio.

11. **Trustee Comments:** Kathy Lehman reported that the Building Endowments Through Planned Gifts seminar is scheduled for February 23, 2017 in Grand Rapids. She also reported that the current amount of the Alvah N. Belding Library Fund through the Grand Rapids Community Foundation is \$36,063.61. Kathy Lehman asked Britney Dillon to contact City Manager Bruce Brown about sign guidelines. Britney will meet with Bruce Brown to discuss code requirements. Ron Gunderson reported that the Historic District Commission approved the library sign design that incorporated the flower box. Neil Pettifor asked if the Library Trustee position was advertised on the Library's Facebook page. The expiration date has been expanded to now state 'until filled.' Robert Ware discussed the need for clearer line items on several of the monthly financial sheets.

Motion made by Carla Gunderson, support by Robert Ware, to adjourn the meeting at 7 p.m. Roll called. Motion carried.

The next regular meeting of the Library Board is scheduled for Monday, February 27, 2017, at 5:30 p.m.

Respectfully submitted,

Carla Gunderson  
Secretary - Library Board of Trustees