

**REED CITY PUBLIC LIBRARY**  
**Minutes of the Board Meeting**  
**November 26, 2012**

Members Present:

- Heather Symon – Library Director (ex-officio)
- Jen Thorson – Assistant Library Director
- David Bisbee- Board Member, City Council Representative
- Christine Cox- Board Member, Vice President, City Representative
- Judy Knuttila – Board Member, Secretary, City Representative
- Kim Vanema- Board Member, Hersey Township Representative
- Phil Noreen - Board Member, City Representative
- Open, Green Township Representative
- Juanita Ripley – Board Member, President, City Representative
- Barb Schneider – Cedar Township Representative, Board Member
- Jacquie Gerould – Board Member, Lincoln Township Representative
- Nadine White – Board Member, Treasurer, City Representative
- Jane Keebler - Pinora Township Representative, Board Member
- Deb Adsmond-Visitor
- Open-Richmond Township Representative

**1. Call to Order**

The meeting was called to order at 6:08p.m. by Christine, the Board Vice President, in the Reed City Public Library Community Room. A quorum was present.

**2. Approval of Agenda**

Motion made by Judy, seconded by Phil to approve the agenda and the motion was approved by all members.

**3. Approval of Previous Minutes & Other Meetings, if applicable (10/12)**

Motion made by Judy, seconded by Phil to approve the Board minutes for 10/29/2012 as submitted and the motion was approved by all members.

**4. Citizen requests/ Public Comment**

No citizen requests presented.

Deb Adsmond, a visitor was welcomed.

**5. Report from City Council Representative – David**

A. David not present.

**6. Finance Report**

A. Motion made by Judy to approve the bills as submitted, motion seconded by Phil and the motion passed unanimously. Sub-total of bills for the RCPL

for the month was \$2,776.09. Sub-total for the New Facility was \$61.47, for a grand total of \$2,837.56.

**B.** Discussed the end of year status 2010/2011 Fiscal Year budget and current budget.

**C.** Judy made a motion to increase the Library Directors wages by \$2000 as a merit raise for this year effective today and to also increase the Assistant Library Director wages from \$9.23/HR. to \$9.57/Hr.as a merit raise for this year effective today. Motion was seconded by Phil and the motion passed unanimously.

## **7. Committee Reports**

### **A. New Facility Committee Report**

A Fundraising reminder that a Wine Tasting and Silent Auction for the RCPL New facility will be held on December 8th from 5-8 pm at the Moose was presented. A bake sale will also be held. A needed request for 3-4 “pourer” volunteers was presented. Fabiano Brothers will again be supplying varieties of wine to taste, and they are planning to have extra wine available at the event to prevent running low or out of stock.

The Annual Jingle Bell Walk scheduled for Thursday January 24<sup>th</sup>, 2013 from 6-8pm in the Reed City High School (RCHS) hallways is pending approval.

Results of the Book Sale/Rummage Sale held during the Evergreen Festival were not as profitable as hoped, but resulted in about \$75 revenue raised.

### **B. Personal Committee Report & Policy**

There is nothing new to report.

## **8. Director’s Report-Heather**

**A.** Mecosta County Match Day held at the Holiday Inn in Big Rapids on November 13<sup>th</sup>, 2012 yielded \$445 in unmatched dollars for the Library. This is a greater amount from last year with ten to twelve people donating. Thanks to Barb and Wanita for volunteering for this project.

**B.** The \$25,000 Reinhardt Grant that we had applied for was declined, but we can reapply.

**C.** Kathy M. is unable to continue to write grants for the Library so a new person is being sought to fill this vacancy.

**D.** We did raise \$18,000 last year in smaller fundraisers and individual donations.

**E.** Naming Rights/Donor Recognition information is needed to be made more public through publicity via newspaper articles.

**F.** The Chamber of Commerce donated the business expo registration fee for the Library at this recently held event. Thank You.

**G.** The Reed City Public Library now has an account with Huntington Bank.

**H.** "New Building Project presentation folders" done by Sarah Potts need updating before mass mailing.

**I.** Penal fine billing updates were presented. Lincoln Township payment "may" soon be paid and Hersey Township payment has been sent. There are still questions being raised by various Townships on the actual use of the RCPL by their people and the advantage of continuing business with the RCPL. Further information is being addressed.

**J.** Having an intern from Baker College work at the RCPL for four hours a week is being investigated. Summer Reading Program (SRP) would be the first item selected to be addressed.

**K.** Circulation has been down slightly this month. Internet usage has been normal. Registration has been up since 2011 and 2010. Recent total is 418. Fax use has brought in \$42.75. The Library offered twelve programs. Three classes visited the RCPL.

**9. Old Business**

**A.** Some discussion was raised about the new sign at the New Facility and how to improve visualization of what the building is so that the public knows it is the future home of the RCPL. It is a temporary fix for now, but brighter letters will be placed on the sign for easier identification.

**10. New Business**

Voting on board member positions will be tabled until the December meeting.

**11. Adjournment**

The meeting was adjourned at 7:28PM with a motion by Judy, and seconded by Phil. The motion was approved by all members.

The next Board Meeting will be held on Monday December 17<sup>th</sup>, 2012 at 5:30 PM in the Reed City Public Library Community Room. A short meeting will be held, followed by Christmas pot luck for staff and board members.

Respectfully submitted,

Judy Knuttila  
Reed City Public Library Board, Secretary

Minutes to be approved Monday, December 17, 2012

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