

Reed City Area District Library Board Meeting
November 26, 2018; 6 p.m.
RCADL Community Room
829 S. Chestnut St., Reed City, MI 49677

Present:

Lyndsey Eccles, President, Reed City
Terry Blood, Vice President, Richmond Township.
Cecile Slywka, Treasurer, Richmond Township (via Phone)
Bette Newell, Secretary, Lincoln Township
Kylene Nix, Trustee, Reed City
Melissa Tonn, Trustee , Lincoln Township
Mary Neal, Green Township Liaison
Tom Burnosky, Director RCADL
Jason Mitchell, Vredeveld Haefner LLC
Dan Burchett, Citizen

Absent:

Jenny Garska, Hersey Township Liaison
Cedar Township Liaison (open)

1. Call to order and attendance

The meeting was called to order by Lyndsey Eccles at 6:04 p.m. and attendance noted by Bette Newell. A quorum was present.

5. Director's Report-Inserted here to allow Jason Mitchell from Grand Rapids to go ahead with his audit report.

A. Audit Review- Jason Mitchell, Audit Manager, Vredeveld Haefner LLC
Jason reported that he experienced no significant difficulties in performing our audit, that he found the financial reports in excellent shape to perform the audit, and that Tom was very helpful to the auditor.

Jason reported that having Barb Westerburg do our accounting is not a conflict of interest and is actually a very good idea, because of her expertise and experience in this realm. He reported that with this system there are checks and balances that make it a good plan.

2. Approval of consent Agenda

A. A motion was made by Melissa Tonn and seconded by Terry Blood to approve the consent agenda, including the minutes of October 29, 2018 and the bills. Bills included \$1200 to the city of Reed City for their accounting activities. A monthly financial report was not available and will be provided at the December meeting. It passed.

3. Citizen's Requests/Public Comment

None

4. Standing Committee Reports

A. Budget and Finance – did not meet.

B. HR-did not meet.

C. Strategic Planning Committee

Lyndsey distributed an updated version of the Strategic Plan and asked for feedback from the board. This committee hopes to meet one more time and then have the Plan completed. This will be the first ever Strategic Plan for the RCADL. A meeting was set for December 5, at 12:15 p.m.

5. Director's report (continued)

B. Review October Programs and Metrics (see attached).

6. Ongoing Business

A. Director Review

A motion was made by Bette Newell and seconded by Terry Blood to go into closed session at 6:52 p.m. to discuss Tom's Director review. It passed.

A motion was made by Bette Newell and seconded by Melissa Tonn to come out of closed session at 7:15 p.m. It passed.

B. Facility Report

Sign: Tom will set up a meeting with Gary Johnson about a possible new sign for the library, and contact the interested parties of the date.

Windows: Phil Noreen will contact Earl's window company, which is the company that installed the windows, about the condensation and frost issues with the building. The general contractor is no longer in business.

Computer furniture: Lyndsey has compiled a spread sheet with all the estimates for the components of the proposed computer furniture. We will be requesting a few more quotes before making a decision on them.

Donor Wall: Tom presented a few book spines with corporate logos etched in them, that were created by Lonnie Graham. The Décor Committee will give suggestions on where is the best place to put the Corporate Donor wall separate from the Individual Donor Wall.

Décor Committee: A motion was made by Melissa Tonn and seconded by Kylene Nix to form a permanent Décor Committee. It passed. The members at this time are, Bette Newell, Deb Adsmond, Lyndsey Eccles, Tom Burnosky. Sarah Spruit will be asked if she would like to be on this committee.

Electrical: Tom will contact someone to fix the handicapped enter button on the front door. Also trying to fix one of the pendant lights over the circulation desk. Electrical estimates will be sought to put a light out the back door to illuminate that parking lot.

Furnace: Tom has called to have the furnace serviced.

C. Crossroads Smithsonian Grant Proposal.

Tom will complete the Grant application for the Smithsonian exhibit. The Board agreed that they would be the sponsoring organization.

D. January Board Workshop

Tom will contact Sheryl Mase to do another Library Board Workshop for our board on January 26, 2019.

Volunteer Event is scheduled for January 12, 2018. Lyndsey, Bette and Kylene will organize this event.

7. New Business

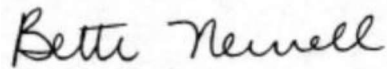
A. Library Annual Report Meetings

Tom wants to get on the Agenda with all our partners after the first of the year. Tom will contact Richmond Township, Bette will contact Lincoln Township, Lyndsey will contact the City and also Robin Marvel from Hersey.

8. Adjournment

A motion was made by Terry Blood and seconded by Kylene Nix to adjourn the meeting. It passed. Meeting was adjourned at 8:28 p.m.

Respectfully Submitted,



Bette Newell, Secretary, RCADL

Next Library Board Meeting is Monday, December 17th, 2018 at 5:30 p.m. in the Reed City Area District Library Community Room.