

Reed City Area District Library  
March 4, 2025  
829 S. Chestnut Street, Reed City, MI 49677

1. Call to Order and Attendance

The meeting was called to order by President A. Herrera at 6:04 pm.

Attendance was noted:

Present:

A. Herrera Reed City, President  
S. Thompson Richmond Township, Treasurer  
S. Hicks Richmond Township, Secretary  
J. Cooper Lincoln Township  
K. Nix Reed City, Vice President

K. Feguer, Library Executive Director  
R. Stieg, Friends of RCADL President

Absent:

1 Lincoln Township vacancy

2. Approval of Agenda

A motion was made by J. Cooper and seconded by K.Nix to approve the agenda as presented. Motion carried.

3. Approval of Consent Agenda

- A. Board Follow-Up Discussion (max limit of 10 min. total)
- A. Prior Meeting Minutes
  - a. Regular Meeting: February 4, 2025
- C. Approval of Bills and Financial Statements
  - i. Expense Report for previous month's expenses: February 4, 2025
  - b. Financial Statements: Budget view available for up till now FY in QB, H&S Partnership will help set up account - Meetings begin next Wednesday (March 5) with H&S - reconciliation and QB training.

A motion was made by S. Thompson and seconded by J. Cooper to approve the consent agenda. Motion carried.

4. Citizen's Request and/or Comments- None

5. Friends of the Reed City District Library Report

President Renee Stieg gave updates from friends of the library group.

- a. Trivia Night (Tuesday February 4th, 2025 at Sunny's Bar and Grill) hosted by Friends of the Library brought in \$254.
- a. Friends group applied for grant through Random House for \$1000 or \$500 to purchase books for the library. One application for grant for both amounts.
- a. Friends of the Reed City District Library have 5 strong members.
- a. Friends of the Library have their articles of incorporation ready to be submitted to the state for their 501C3, non profit status. Cost will be \$300 to apply.

- a. The purpose of the Friends of the Reed City District Library is to raise money for the library and give to library for needs and books.
- a. \$450 will be given to the library to purchase new office chairs. Next month will be donation for book displays.
- a. The Friends are planning on helping set up the next book sale at the library so they can take over the books sales in the future, therefore helping the staff with this activity. They are also planning on setting up a booth for book sales at library events and programs.

#### 6. Board President Comments

Annamaria Herrera asked if any of the committees met, no they did not. Meetings will be scheduled for the committees. The board reviewed who is on each committee and what they need to discuss.

HR Committee - S.Thompson, J. Cooper and S. Hicks need to meet with Kristie.

Building Committee - K. Nix, S. Hicks and J. Cooper will meet about the parking lot after Gerber submits a quote on March 10. Kristie will get the quote from Gerber, a special meeting will be scheduled to vote and approve the quote.

- 1. Special board meeting will be held Tuesday March 18 at 4:00 p.m. Parking Lot will be on the agenda.

#### 7. Standing Committee Report

- A. Budget and Finance-Did not meet.
- A. Digital Sign Committee- Did not meet.
- A. Building Committee-did not meet but will meet in spring.
- A. Strategic Plan Committee-Did not meet
- A. HR Committee- Did not meet
- A. Ad Hoc Committee-did not meet and no need at this time.

#### 8. Director's Report

Presented her written report as presented to the board.

Kristie is working on policy preparation.

#### 9. Ongoing Business

- A. Parking Lot Project: quote will be given to Kristie by Gerbery on March 10, 2025. Board will meet to discuss and approve the quote on March 18, 2025.

- 1. Seal front parking lot and paint lines. North side - improve and resurface with 2" depth of asphalt. fWe have an existing quote from D&J Asphalt Construction, Big Rapids.

B. Community Garden - committee is in the planning stages. Possible sites are the United Methodist Church in Reed City or the Reed City District Library, located behind the library. There is community interest and they get further input from community members. Board discussed liability, who would be responsible for upkeep of the community garden and the possibility of a children's play area near the garden. A place for children to play even when the library is closed.

They would like to have a shed for the community garden as a place for tools. How would people be able to access the shed? A. Herrera will keep the board updated on progress.

#### 10. New Business

- A. Computer Policy. Kristie presented guidelines for computer use at the library. The AWE Early Literacy Center - volume restrictions for children. Volume is to be kept at a reasonable level so as not to disturb others. Time limits  
Time limits were discussed for kids/teenagers to be 1 1/2 hours. When time is up they may check at the desk to continue.
- B. Michigan State Minimum Wage increase. Minimum wage was increased on February 21, 2025. Kristie adjusted wages for employees at the library to comply with new law.

Board discussion, S. Thompson makes a motion to approve an increase in wages for General Circulation Clerks to be compliant with the new wage law. K. Nix seconded. Roll Call Vote:

- A. Herrera - Yes
- K. Nix - Yes
- S. Thompson - Yes
- J. Cooper - Yes
- S. Hicks - Yes

Unanimous - motion carried.

11. Board Dynamics- S. Thompson sent flowers to Laura Dalquist for her years on the library board. Thank you card was presented.

- 1. If there is a complaint made by a library patron, the complaint is to be taken to Kristie the director and A. Herrera the president. They will handle the situation and take care of it.
- 2. J. Cooper had question - the library's mortgage has been paid off, do we continue to put that money into another fund for library needs? Yes, the money accrues as savings for library projects. Upcoming expenses, digital sign.
- 3. Board schedules committee meetings:
  - a. Budget and Finance Committee - Wednesday March 19 at 4:00 p.m.
  - a. HR Committee - Tuesday March 18th at 4:30.

12. Citizen's Request and/or Comments- none

13. Adjournment

A motion was made S. Thompson and seconded by K. Nix to adjourn the meeting at 7:06 pm. Motion Carried.

The next meeting of the RCADL will be held on April 1, 2025 at 6 pm in the Reed City Area District Library Community Room.

Respectfully submitted,  
S. Hicks, Secretary

