

1. Call to Order and Attendance
2. Approval of Agenda
3. Approval of Consent Agenda
 - A. Board Follow-Up Discussion (**max limit of 10 min. total**)
 - B. Prior meeting(s) minutes:
 - a. Regular Meeting: February 6th, 2024
 - C. Approval of Bills and Financial Statements
 - i. Expense Report for previous month's expenses: *February 2024*
 - b. Financial Statements: Currently unavailable
4. Citizen's requests and/or comments
5. Board President Comments
6. Standing Committee Reports
 - A. Budget and Finance Committee
 - B. Digital Sign Committee
 - C. Building Committee
 - D. Strategic Plan Committee
 - E. Millage Committee
 - F. HR Committee
 - G. Ad-Hoc Committee(s)
7. Director's Report
8. Ongoing Business
 - a. Millage - Rene Stieg
 - b. Auditor - Vrendle-Haeferner
9. New Business
10. Board Dynamics
11. Citizen's Requests and/or Comments
12. Adjournment

**The next Library Board Meeting is scheduled for March 5th, 2024 at 6:00pm
in the Reed City Area District Library Community Room.**

Reed City Area District Library Board Meeting

February 6, 2024 6 p.m.

829 S. Chestnut Street Reed City, MI 49677

Present:

Lyndsey Eccles, President, Reed City

Laura Dahlquist, Vice President, Richmond Township

Shay Thompson, Treasurer, Richmond Township

Bette Newell, Secretary, Lincoln Township,

Kathy Yost, Trustee, Lincoln Township

Irene Balowski, Green Township Liaison

Kristie Feguer, Executive Director

James Rohen, Assistant Director

Melissa Rohen, Contractor (former Executive Director)

Rene Stieg, Citizen, Chairman Yes2RCADL Committee

Absent:

Kylene Nix, Trustee, Reed City

Cedar Township Liaison, OPEN

1. Call to order and attendance

The meeting was called to order by L. Eccles at 6 p.m. A quorum was present. Attendance was noted by B. Newell.

2. Approval of Agenda

A motion was made by S. Thompson and seconded by L. Dahlquist to approve the agenda as presented. It passed.

3. Approval of Consent Agenda

A motion was made by L. Dahlquist and seconded by K. Yost to approve the consent agenda, consisting of meeting minutes of January 2, 2024, January 10, 2024, and amended minutes of

January 20, 2024 and the bills for January 2024. Financial Statements were not available. It passed.

4. Citizen's requests/comments

None

9. New Business (This item was brought forward so R. Stieg did not have to sit through most of the meeting before giving her report.)

B. Rene Stieg, chairperson of the YES2RCADL committee addressed the Board. She reported on the meeting that was held last month, and laid out some tasks that need to be addressed by the Board, concerning the millage. Getting an attorney to approve the millage language is top priority. Fundraising letters have been sent out and \$350 has been collected so far. Next meeting of this committee is February 20 at 6 p.m. at Trinity Lutheran Church.

5. Board President Comments

L. Eccles handed out papers entitled Tools for Trustees to refresh Trustee duties for our Board.

6. Standing Committee Reports

A. Budget and Finance Committee-did not meet, needs to reschedule.

B. Digital Sign Committee-No report

C. Building Committee-plan to meet in April

D. Strategic Plan Committee-meeting set for February 20, 2024 at 4 p.m. at the library.

E. Millage Committee-YES2RCADL Committee to meet on February 20, 2024 at 6 p.m. at Trinity.

F. HR committee-meeting to be set next month for mid to late March.

G. Ad-Hoc Committee-discussion about having a booth at the Beer Festival in April.

7. Director's Report

Kristie Fegeur gave her Director's Report. A full report is available on file at the library and also in the Board packet that is posted online. This year's SRP theme is Adventure Starts at the Library.

8. Environmental Project

There was not report on this project, but it was suggested a committee might have to be formed.

9. New Business

A. Officer Elections

A motion was made by K. Yost and seconded by B. Newell to approve S. Thompson as the new treasurer and L. Dahlquist as vice President of the RCADL. It passed.

10. Board Dynamics

No discussion

11. Citizen's Requests/Comments

I. Balowski welcomed Kristie Fegueur as our new Executive Director, and Kristie was given a round of applause.

12. Adjournment

A motion was made by L. Dahlquist and seconded by S. Thompson to adjourn the meeting. It passed. Meeting was adjourned at 7:17 p.m.

Respectfully Submitted,

Bette Newell, Secretary, RCADL Board

The next meeting of the RCADL Board is scheduled for March 5, 2024, at 6 p.m. in the RCADL Community room."

Total Expenses by Line

Expense Line	Total Amount
740.100 - Books	\$1,564.54
740.101 - Ebooks	
740.200 - Audiobooks	
740.250 - Videos/DVDs	
740.300 - SRP	
740.400 - Magazines	\$638.43
740.500 - Newspapers	\$188.00
751.000 - Office Supplies	\$60.40
752.000 - Operating Supplies	\$20.93
755.000 - Programming	\$329.36
801.000 - Professional Services	\$148.62
802.000 - Legal Fees	
921.000 - Utilities Gas/Heat	\$312.46
927.000 - Utilities Water	\$44.52
930.000 - Land & Building Improvements	
935.000 - Liability/Property Insurance	
940.000 - Equipment Rental	\$101.30
956.100 - Education & Training	
970.000 - Capital Outlay	
991.600 - Principle/LOSB Loan Payment	\$5,250.00
992.000 - Interest	
Monthly Payroll	\$11,587.82
	\$22,192.28

Donations	Grants	Total Actual Expense
\$0.00	\$0.00	\$22,192.28

2024: March Report reflecting February Expenses

Expense Line Item	Expense Description	Amount
740.100 - Books		
	<i>Ingram</i>	\$1,540.55
	110 New Books	
	Reference #: 740.100	
	Date of Receipt: 02/20/2024	
	<i>Kent District Library</i>	\$23.99
	Replacement for Saving Sophie	
	Date of receipt or service: 2/26/2024	
		\$1,564.54
740.400 - Magazines		
	<i>Ebsco</i>	\$638.43
	12 Month Subscription	
	Invoice #: 1719247	
	Date of Receipt or Services: 2/05/2024	
		\$638.43
740.500 - Newspapers		
	<i>Debit Cadillac News</i>	\$188.00
	12 Month Subscription	
	Account Number: 10296	
	Date of Receipt or Services: 2/05/2024	
		\$188.00
751.000 - Office Supplies		
	<i>Debit Card Vista Print</i>	\$60.40
	Order #: VP_8GV2M35D	
	Business Cards	
	Date of Receipt or Services: 02/13/2024	
		\$60.40
752.000 - Operating Supplies		
	<i>Social Schedules</i>	\$20.93
	Invoice: 628F9C67-0054	
	Date of Receipt or Service: 1/31/2024	
		\$20.93
755.000 - Programming		
	<i>Debit Card Cricut Shop</i>	\$9.99
	Monthly Renewal	
	Date of Receipt or Services: 2/29/2024	
	<i>Debit Card Amazon</i>	\$80.91
	Order #: 113-1350500-0117011	
	Programming - Prizes 1kB4K	
	Date of Receipt: 2/7/24	

Debit Card	Amazon	\$116.14
	Order #: 111-9092687-4343465	
	Programming - Seed Library and Prizes	
	Date of Receipt: 2/21/24	
Debit Card	Amazon	\$11.55
	Order #: 111-9092687-4343465	
	Programming - Supplies	
	Date of Receipt: 2/21/24	
Debit Card	Amazon	\$57.17
	Order #: 113-1350500-0117011	
	Programming - Prizes 1kB4K	
	Date of Receipt: 2/7/24	
	Megan Martinez	\$53.60
	Story Hour and Free Trees	
	Program Expense Reimbursement	
	Date Received: 2/26/2024	
		\$329.36

801.000 - Professional Services

Debit Card	G-Suites	\$148.62
	Account #: 3184-3454-8781-2148	
	Date of Receipt or Service: 2/29/2023	
		\$148.62

804.000 - Janitorial Services

Debit Card	Cintas	\$40.45
	1 Invoices: #4184450105	
	Date of Receipt or Service: 02/26/2023	
Debit Card	McCloud	\$106.00
	2 Invoices #: 49052746 & 49051342	
	Date of Receipt or Service: 2/12/2024	
	Service Master	\$515.00
	Invoice #: 121909	
	Received bill on 2/20/2024	
		\$661.45

818.000 - Contractual Services

	Vredeveld Haefner LLC.	\$150.00
	Invoice #: 6247	
	FY 23 Completion of State Act 34	
	Date of Receipt or Service: 2/5/24	
	Melissa Rohen	\$501.40
	Invoice #: RCADL: 2/01/2024 - 2/29/2024	
	Date of Receipt or Services: multiple	
	City of Reed City	\$200.00
	Invoice #: 6	
	Accounting Services 2023	
	Date of Receipt or Service: 2/13/2024	

\$851.40

850.000 - Telephone

Debit Card Spectrum/Charter \$119.97

Invoice #: 005324801022124

Date of Receipt or Services: 02/27/2024-03/26/2024

\$119.97

900.000 - Printing and Publishing

Xerox Corporation \$75.29

Black/White printing and copying

Invoice #: 020616546

Total \$75.29

920.000 - Utilities Electric

Consumers Energy \$237.79

Account #: 1030 187 9792

Date of Receipt or Service: 12/29/2023 - 01/29/2024

Total \$237.79

921.000 - Utilities Gas/Heat

Debit Card DTE \$312.46

Account #: 9100 394 8255 9

Date of Receipt or Service: 01/05/2024 - 02/06/2024

Total \$312.46

927.000 - Utilities Water

Check printed on 5/30 City of Reed City \$44.52

Account number: SCHT-000829-0000-01

Date of Receipt or Service: 01/09/2024 - 02/05/2024

Total \$44.52

940.000 Equipment Rental

Xerox Corporation \$101.30

Equipment Rental

Invoice #: 020616546

Total \$101.30

991.600 LOSB Loan Payment

Lake Osceola State Bank Principal Balance \$5,250.00

Total \$5,250.00

Monthly Payroll

Check Date: 2/01/2024 \$2,883.04

Check Date: 2/15/2024 \$4,519.01

Check Date: 2/29/2024 \$4,185.77

Total **\$11,587.82**

Expenses Grand Total **\$22,192.28**

Total Donations \$0.00

Total Grants \$0.00

Total \$0.00

Total Actual Expenses \$ 22,192.28

Budget and Finance Committee

No updates were provided at the time of this writing.

Digital Sign Committee

No updates were provided at the time of this writing.

Building Committee

No updates were provided as of the time of this writing.

Strategic Plan Committee

No updates were provided as of the time of this writing.

Millage Committee

No updates were provided as of the time of this writing.

HR Committee

No updates were provided as of the time of this writing.

Parade (Evergreen Festival) Committee – Ad Hoc

No updates were provided as of the time of this writing.

Ad Hoc Committee

Is there a need for an additional ad hoc committee at this time?

Please note: The discussion of activities, metrics, and expenses reflects the prior month's goings-on. For example, this December Director's Report reflects what was accomplished for the month of December.

Compiled by the Assistant Director. Please reach out for specific details or more information.

Staff Highlights

James R. has continued to lead staff exceptionally well. He compiled a new book order with several patron requests all the staff has been working to collect the past month.

Megan M. has begun software training that will streamline our registration and statistics for SRP. She has also been contacting local professionals, such as law enforcement, to present as story hour guests.

Steve S. has been working to solve the Melcat issues that arose from our recent delivery driver change - He always makes sure to fill empty displays and is very attentive to patrons who need assistance in the library.

Cindy H. completed her MeL Maven Training and has been creating fun variations on the scavenger hunt which are quite popular. Her passive programming gets many interactions. She has also developed many display ideas for reading month (March) and poetry month (April).

Grace J. creates engaging children's displays and has begun creating more marketing. Including suggestion box artwork. Grace is also great at finding misplaced books.

Violet H. created the large valentines display in the lobby and is continuing her work on take and make kits as well as organizing STEM kits to be cataloged

All of the staff have continued to collaborate and brainstorm for the Summer Reading Program - Book sale promotion begun through the month and heading into March.

Michigan Participating Plan

New sensors were delivered to the library from the Michigan Township Participating Plan that detect changes in temperature and humidity for keeping track of maintenance in the building like the water heater - for example. I placed one next to the water heater and one under the sink in the staff area. They were free of charge and will warn us of an emergency event like pipes bursting or possible water heater explosions.

MOISD Collaboration

New collaborative relationship with the MOISD established, Kerry Winkle will come to story hour once a month and supply literacy materials for parents and their children. MOISD wants to collaborate for summer reading and a book walk for our patrons 0-8 during warmer weather.

Policy and Procedure Manual

Sections of the policy and procedure manual are completed - including edits with Melissa's notes, plus work done by Lyndsey, Bette, and previous directors. Finally, it was proofread and revised again by James and I.

Cleaning Crews

ServiceMaster sent us a change order, their price is increasing from \$515 to \$545. I've compiled information from 2 other local companies. ServiceMaster is still the cheapest option for the services they provide, I plan to continue the contract with ServiceMaster. Our contact with the company has changed to Ryleigh - who is the owner's daughter - she is very communicative and easy to work with.

Seed Library

April Hamilton was here preparing the seed library. New varieties of seeds were added! We are discussing a possible plant swap program with April later this year.

Purchases for Cyndi McCain

Items were selected as ideas for purchase from the Demco catalog including colorspace bookshelves (in purple) \$518.86x2 equalling \$1,547.39. Demco provides customizable shelving options at a reasonable price. The library has a contract with the company as well.

Metrics

Metrics will be presented when available. The Assistant Director is seeking input from the Board regarding their desired metrics in order to present a more timely and cohesive report.

Website Statics

Website statistics will be presented when available. The Assistant Director is seeking input from the Board regarding their desired website statistics in order to present a more timely and cohesive report.

Social Media Snapshot

Social Media statistics will be presented when available. The Assistant Director is seeking input from the Board regarding their desired social media statistics in order to present a more timely and cohesive report.

Officer Positions

2023 Officers:

President: Lyndsey Eccles

Vice President: Melissa Tonn

Treasurer: Kylene Nix

Secretary: Bette Newell

2024 Officers:

President: Lyndsey Eccles

Vice President: Laura Dahlquist

Treasurer: Shay Thompson

Secretary: Bette Newell

Committee Member Positions

Budget and Finance:

Open: _____

Open: _____

Open: _____

Building Improvement:

Open: _____

Open: _____

Open: _____

Strategic Planning Committee:

Open: _____

Open: _____

Open: _____

HR and Policy:

Open: _____

Open: _____

Open: _____

Digital Sign:

Open: _____

Open: _____

Open: _____

Millage:

Open: _____

Open: _____

Open: _____

Board Meeting: Tuesday, March 5th at 6:00pm; Tuesday, April 2nd at 6:00pm

Story Hour Every Wednesday @ 11:30am:

March 6: Women's History Month (Jane Goodall)	April 3: Michigan State Police *
March 13: Story Hour - Book Sale Scavenger Hunt	April 10: National Hug a Dog Day
March 20: First Day of Spring / Forest	April 17: Sunflower
March 27: Spring Break - No Story Hour	April 24: Earth Week

Scrabble Second and Fourth Monday @ 1:00pm:

Monday, March 11 th -no scrabble - book sale	April 8 th at 1:00pm
Monday, March 25 th at 1:00pm	April 22 nd at 1:00pm

Reed City Readers Book Club

Thursday, March 14th at 6:00pm – The Book of Lost Names by Kristin Harmel

Thursday, April 11th at 6:00pm – Solito by Javier Zamora

Active Programming

Book Sale

Monday, March 11th to Friday, March 15th

- Weeded & donated books
- Drop in, all ages welcome, no registration

Fishermen of Michigan Historical Presentation

Saturday, April 13th, 12:00pm to 2:00pm

- A collaboration with the Swordsmanship Museum and Academy
- Open to all ages.

Meet your Soilmate

Tuesday, April 16th, 4:30pm to 6:30pm

- In this event participants will have the opportunity to decorate a pot, plant a rooted cutting, receive a care guide specific to their plant, and learn about houseplant care and propagation.
- Registration required, open to all ages

Family Movie Night - Cloudy with a Chance of Meatballs - pg

Tuesday, April 9th, 4:30pm to 6:30pm

- Cinema at the library.
- Coloring and Activity pages will be available.
- Popcorn will be provided.
- No registration required, open to all ages

STEM Week April 29 - May 3, 2024

Various times during the week - showcase the new kits

29th - 12-2, 30 - 4-6, 5/1 - 1-3, 5/2 - 12-2, 5/3 - 3-4

- All ages welcome, no registration
- Introduce the new Stem Kits

Button Crafting...passive April 15 - 19th

set up a table and make buttons for people using premade designs they pick out.

- select a premade design
- Cindy H will be using our Button Maker
- All ages welcome, no registration

Passive Programming

Runs throughout the month unless otherwise specified

March: Guess the number...? Bookmarks

- Theme: Reading Month
- Prize: Plush Octopus
- Open to all ages

March: Scavenger Hunt

- Theme: Find the "lost" books
- Prize: Fidget Shark
- Open to all ages

March: Staff Recommendations Display

- Theme: Reading month
- All RCADL staff will pick library materials to recommend

March Take and Make:

- Violet is managing this project - Binary Code-themed STEM

March Pillar/door: Books I Love/Hate

- Will run all month
- Patrons will be encouraged to name books they either love or hate or both.

April: Guess the number...?

- Theme: Spring or Poetry Month?
- Prize: Plush Octopus

- Open to all ages

April: Scavenger Hunt...

- Theme: might be Pokemon
- Prize: Pokemon cards
- All ages

April Pillar/door: Write a Haiku

- Will run all month
- Patrons will be encouraged to write their own Haiku poem
- Prize: Haiku journal

April Take and Make:

- Violet is managing this project

Closures

Friday, March 29th - Good Friday

Monday, April 1st - Easter Monday
