

REED CITY PUBLIC LIBRARY  
Minutes of the District Library Exploratory Committee Meeting  
Thursday, March 6, 2014; 7 pm

Present: Christine Cox, President, Library Board  
Phil Noreen, Vice President, Library Board  
Deb Adsmund, Secretary, Library Board  
Jacquie Gerould, Lincoln Township Representative, Library Board  
Edie Betzing, Richmond Township  
Teri Blood, Richmond Township  
Bette Newell, Lincoln Township  
Heather Symon, Library Director

**1. Call to Order**

The meeting was called to order at 7:44 pm by Deb Adsmund in the Reed City Public Library Community Room.

**2. Approval of Agenda**

The motion made by Edie Betzing, seconded by Jacquie Gerould, to approve the agenda passed unanimously.

**3. Approval of Minutes**

The motion made by Edie Betzing, seconded by Bette Newell, to approve the January 2014 and February 2014 District Exploratory Committee meeting minutes, was approved unanimously.

**4. Old Business**

None.

**5. New Business**

- The discussion focused on items needing to be completed coinciding with the establishment of the Reed City Area District Library, which will be effective April 1, 2014 as per the recent approval by the State Librarian. Tasks needing to be completed and progress is as follows:
- It was noted that Paul Olson, Municipal Underwriter's of Michigan was tentatively selected to provide property and liability coverage for the leased property at 410 W. Upton, Reed City by the Current Reed City Public Library Board. One function of the District Library Board at the Organizational meeting on Tuesday, April 1, 2014, will be to also authorize that as well.
- It was noted that an item that needed to be completed as soon as possible was the state registration for taxes and establishing a federal employment number, which the Library Director indicated she would complete.
- It was noted that a five-year projection of expenses would need to be submitted as supportive documentation for available United States Department of Agriculture funding that is projected to be available for the New Building Project. That projection is anticipated to be complete in March or April 2014.
- It was noted that work is being done to update and revise Reed City Public Library Bylaws, operations and personnel policies in preparation of adoption by the District Library Board.
- Attendees informally agreed on a new district library logo to present for approval at the first District Library Organizational meeting occurring on April 1, 2014.
- Attendees discussed keeping the online bank account facilitating online donations through Huntington as is and keeping the same bank accounts under City of Reed City until permanently funded through a millage, at which time new accounts would be investigated and established as appropriate.
- It was noted that employees had been sent a notice regarding the transition to the District Library and their employment ending with the Reed City Public Library with its last effective date of March 31, 2014. Correspondingly, it was agreed that a letter of intent to hire would be sent on March 17, 2014 and that employees would be required to complete new hire paperwork.
- A discrepancy in the Warranty Deed legal description for 829 South Chestnut Street was discovered and corrected by the attorneys involved. The corrected Warranty Deed has been recorded with the County clerk.

**6. Citizen's Request/Public Comment**

None reported.

**7. Adjournment**

A motion was made by Edie Betzing, seconded by Terry Blood, and approved unanimously, to adjourn at 8:33 pm.

Respectfully submitted,

Heather Symon  
Reed City Public Library, Director