

WEST BRANCH DISTRICT LIBRARY

Board of Trustees Meeting Tuesday, March 6, 2012

Winter called the meeting to order 6:30 PM

Members present: Lou Winter, Emily Clark, Connie Kraska, Karen Michael, Sheldon Justice, Bill Jennings, Kathy Shirey, Sue Smith, Lesli Cull-Kloostra, Terry Barnhart. Absent: Roberta Beck.

Minutes of last meeting: Report on file. Connie made a motion to accept the minutes as read, Sheldon seconded. All in favor.

Public Comments: None

Treasurer's Report: On file. Sue reported that at this point all is still on "track". Connie made a motion to accept the Treasurer's report as reported. Bill seconded, all in favor. Motion passed.

Librarian's Report: Report on file. Emily mentioned an email she received regarding the government's budget and of special note was a potential 7% increase for Libraries in state aid. Due to the heavy winter storm and power outages, and with Lou's consent, the library remained closed on Saturday. The board agreed this was a reasonable decision. Of special note the Michigan Notable Books group awarded the library mini-grants to help fund planned functions. A Michigan author, D.E. Johnson, will have a presentation at our library April 26, 2012. Another local author, Becky Vigus, will be hosting an event in May to launch her new book.

Old Business: The ongoing issue with Churchill Township was discussed. Emily read a letter she sent to the supervisor inviting him and any interested Board members to our next meeting. It had been decided that we could move our meeting to Tuesday night to accommodate their schedules. The supervisor stopped in to introduce himself to Emily and to decline the invitation at this time due to a conflict in his schedule; he had Board of Review meetings. He did indicate that he would be interested. Sue motioned that we move to change our next meeting date to Tuesday April 3, 2012. Lou seconded and all approved. Motion passed.

The updated Library documents have been accepted and on file with the State.

Ann Kovac, CPA explained the audit charge to Emily who passed on this info to the board.

Friends of the Library Remodeling Project were discussed. Before leaving Marsha got several other quotes. She also found tile at Home Depot which was bought at a significant savings.

The quotes are: Mike Schorn \$1490.00

Jeff Kinsman approx \$2500.00 (we had to take off the price of the tile)

Home Depot: \$1799.39

A Motion was made by Connie to accept Mike Schorn's bid with the understanding that the tile grout will be sealed. Lou seconded. All in favor, motion carried

Also review was held on the two different changing tables for the bathroom downstairs. Lou made the motion to approve buying the changing table from Wal-Mart and having Schorn install, if possible, Sue seconded and motion was carried.

New Business: Paul Olson was present to discuss the risk insurance policy. He reviewed the policy with the board and that the premium will remain the same, with some new items being covered, i.e.: Flood and earthquake coverage. Of special note he mentioned that his company has available some money for grants. These grants are for projects we may need that are not in the budget but would help reduce liability risk. Of special interest to them are training sessions for staff. There is a limit of \$5000.00 per entity. Motion made by Connie to accept and pay liability insurance premium, seconded by Sue. All in favor, motion carried.

Terry updated the board regarding the Literacy Council. The hiring of a secretary was a wise decision; she has been a great asset. A grant was awarded and will be put towards the next level of training. So far they have placed 3 new tutors and are making some good progress.

Regarding the tech update, Andrew has developed a new web site look and Emily showed the board. Andrew has also requested the board plan to replace 2 computers at a cost of \$1500.00, one for the circulation desk, one in the back for Amy. He feels we are definitely at the point where these need to be updated- before they crash. The money is in the budget for this. Sue made a motion to approve \$1500.00 for 2 new computers. Lou seconded and all approved, Motion carried.

An additional note by Bill was to mention that the Poling estate is just about wrapped up and we can expect the \$10,000.00 in the near future.

The closing of the library, as was done in the past, on Good Friday and the following Saturday was discussed. Connie made a motion to close the Library Good Friday and the following Saturday and Sue seconded. All approved and motion was carried..

Lou made motion to adjourn at 7:40 P.M.

A handwritten signature in blue ink that reads "Kathy Shirey". The signature is written in a cursive style and is positioned above a horizontal line.

Kathy Shirey, secretary