

**West Branch District Library  
Board of Trustees Meeting  
December 1, 2014**

Members Present: Lou, Kathy, Lesli, Karen, Bill, Sheldon, Roberta, Sue and Andrew

Absent: Terry

Lou called meeting to order at 6:35 p.m.

Karen requested an addition to the agenda: Budget question

Lesli requested board add to agenda a letter from Emily to be added to new business

Roberta motioned to approve additions to agenda, Sheldon seconded, all in favor. Motion carried.

**Minutes of last meeting:** On file. Karen motioned to accept minutes as presented, Roberta seconded and all in favor. Motion carried

**Public Comment:** None

**Treasurers Report:** On file. Leslie reviewed with board, nothing to address. All in order. Andrew made note that periodicals are all renewed, only thing to change on that line item would be if any new item was ordered. Karen motioned to accept treasurers report, Sheldon seconded, all approved- motion carried.

**Librarians Report:** On file. Andrew made note of a few items of interest- the Holiday Art and Wine walk is planned for this Saturday. The Friends have their holiday celebration on Thursday at 5:30 p.m. in the Community Room All board members are invited. Work has been done on the front and back doors, weather proofed, a noticeable difference in the temperature has been noticed- The Friends of the Library food drive was a great success-the current ongoing "fine amnesty/canned food donations" should result in even more food. The "Let's discuss books" club has had a record attendance for November. This has been helped along with word of mouth support from Mary Jo

**New Business:** Jim Anderson, CPA presented findings of the audit. He went into detailed discussion with the board, explaining our current financial status. The audit was positive and he found no issues of any significant importance. He made a couple of suggestions for follow up, specifically our credit card policy- Andrew stated the changes were already being addressed. Audit has been filed with the state.

Staff Holiday appreciation was discussed and voted on by the board. Again this year it was suggested to give full time employees \$50.00 Holiday Chamber Cards and \$25.00 for the part time employees. Lou motioned to accept the recommendation for gift cards and Roberta seconded. All in favor, motion carried.

Michigan Blood is planning a blood drive on December 30, 2014 from noon to 4 PM. They have asked if the library would be interested in a "community blood drive" program involving several other "partners" and go on a rotation of about every 58 days. This would mean the library would host the blood drive about 4 times a year. They supply everything. Lou motioned to approve the joint venture and Lesli seconded. All approved, motion carried.

Karen asked about the possible discrepancy on the budget, why the original budget and the amended budget are identical figures. After bringing this to the board's attention, and not having the past minutes available, we decided to look into this further and address the question after we have that information. This will be brought back to the board by the next meeting.

The board addressed the letter Emily submitted, requesting a change in her time off, due to unexpected family issues and her desire to continue working. The requests were discussed, with input from Andrew and the board. Karen motioned to accept Emily's request that when she returns January 5, 2015 to work Mondays and Tuesdays with a

planned ½ day of working at home, extending to February 28, 2015. The board and personnel committee will review the further requested time off at by the end of February and make further decisions. Lou seconded and all in favor, motion approved.

Lou adjourned at 7:55 p.m.

Next meeting January 5, 2015 6:30 p.m.

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Kathy Shirey, secretary