

**West Branch District Library
Board of Trustees meeting
Monday November 5, 2012**

Lou Winter called the meeting to order at 6:30 PM

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

Minutes of last meeting: On file. Connie motioned to accept minutes, Sue seconded. Motion carried.

Treasurers Report: On file. The budget was reviewed. 47.6% of revenues and 25.3% expenditures are reported. Even with the expenditures on equipment (new furnaces) all looks good at this time. Roberta motioned to accept the treasurer's report and Sheldon seconded. All in favor, motion passed.

Public Comment: None

Librarians Report: On file. Emily reported briefly on several issues, specifically the "Amnesty program" currently in effect. Donate a non perishable, non expired food item and it will go toward paying off a library fine. All food items will be donated to the Ogemaw County Clergy Fellowship Food Pantry. These will be accepted through November 17, 2012. The annual holiday Art Walk and Wine Tasting event will be December 1 from 5-9 PM. A Silent Auction will be co-hosted by the Library and any donations would be gladly accepted. The event also is in need of volunteers to help out. Emily reminded the board she will be attending the MLA meeting beginning November 6 which has been moved to Detroit.

Friends of the Library: Their meeting has been postponed due to illness but they asked that the board start to think of some "project" or items we may need for the library. A few items were talked about, will continue to consider.

Old Business: The Personnel committee communicated after our last meeting and decided to go with the vision plan #2 which was only a few dollars more for a better vision plan. Emily mentioned that now that she is married she will most likely be added to her husband's insurance policy and requested the board might be able to contribute to her portion of the insurance payment, especially since taking her off the Library policy will result in additional savings to the budget. The board briefly reviewed the policy handbook which does give the board authority to change the policy. The Personnel committee will meet prior to the next board meeting to review if any amending needs to be done before final decision.

The Blood Drive is planned for January and more info will be forthcoming.

New Business: The Outreach Committee is planning on opening the contest for the new WBDL logo to all students in our area with a prize of a gift card for all the winners in addition to the first prize winner being the new logo. The Board and staff reserve the final decision.

Review of the community room policy was briefly touched on. Any amending or potential additions to the policy have been tabled until our December meeting.

Andrew gave the board a run down of the potential bids for our Internet/telephone services. He explained the differences, the service providers and what they can offer and what each type could offer. The board asked that he bring us some firm quotes and a decision will be made. Also, Andrew gave us a handout showing the prices of 4 different credit card/debit card machines. In today's market, many people do not carry cash,

especially younger people. To be able to collect fines immediately will prevent further loss of revenue. After review and discussion of same Sue moved to purchase and set up with the company "Square" as a vendor to collect fines or fees with their credit/debit machine. Roberta seconded. All in favor, motion passed
Library hours for Thanksgiving weekend will remain the same: closed Thursday and Friday and open on Saturday.

Motion to adjourn made by Kathy and seconded by Sheldon. All in favor, meeting adjourned. 7:25 PM

Next meeting December 3, 2012

Kathy Shirey, secretary