

**West Branch District Library**  
**Board of Trustees Meeting**  
Monday February 6, 2012

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

Lou called meeting to order 6:30 PM. Motion by Bill to accept minutes as presented, seconded by Roberta and motion carried. Minutes on file.

**Public Comment:** None

**Treasurer's Report:** On File. Of note, the property taxes were overestimated by \$20,000, may be closer to 119,000. With the loss of \$17,000 contractual fee from Churchill we will need to watch this income closely- it was recommended we continue to monitor and as the end of the fiscal year comes close to review and see if we need to transfer funds at that time. Other than that this the rest of the budget is still on track. Motion made by Lou to accept the treasurer's report subject to amending at a later date. Connie seconded. All in favor, motion passed.

**Librarian's Report:** On file. Several things were specifically pointed out by our new director, Emily Clark. There will be an organ donor drive that will be sponsored by our Library on Feb 15 1:30 to 3:30 PM in memory of Carol Powell. The morning drive will be held at the Ogemaw Library in Rose City. Emily has some ideas and priorities which will be addressed in New Business. Also, the board touched base again regarding the Churchill decision to withdraw financial support with their contractual payment. After much discussion, and with encouragement from Roberta who had talked with the supervisor, it was felt we will extend an invitation to the supervisor to attend our meeting. Sue motioned to change our meeting to March 6 at 6:30 PM in order to invite Churchill Township board to meet with our Library board to discuss the contractual fee situation. Roberta seconded and all approved. Motion passed

**Old Business:** All District Library documents are on the desk of the State Librarian, waiting for approval. The Friends of the Library are planning to remodel the lower level bathroom. They have got a quote from Jeff who did the tile in the upstairs bathroom. It was felt that we should request a couple other bids from the other local businesses- specifically Morse Clark and Advantage Flooring. Emily will discuss with them. Also, Emily requested we look into having a changing table, specifically for the bathrooms downstairs where the children's programs are held. Board agreed this is a good idea.

**New Business:** Sue motioned to remove Marsha Boyd as "library representative" on library group memberships/documents (i.e.: Health Insurance, MERS, ICMA-RC, etc) and all business or financial accounts and replace with the new director, Emily Clark. Seconded by Bill. All in favor. Motion passed. Emily reported on the Rural Libraries Conference which is appropriate for our size library and has workshops dealing with the issues most likely to be found in rural libraries. The conference is May 2-3-4 in Traverse City. She would like to attend the 3 days with the staff able to attend the May 3<sup>rd</sup> session, which she felt would be most beneficial. This would require the Library to close. Lou made a motion to send Emily to the Traverse City conference for the 3 days and to close the library on May 3 to allow the full time staff to attend. Connie seconded. All approved. Sue then made a motion approving the cost for Emily's stay at the Traverse City Conference and to also cover the cost of registration for herself, full time employees and any board members who wish to attend. Lou seconded All approved, motions were carried.

Of special note, the Library will be co-sponsoring a cultural event with the Mid-MI Writers on Thursday March 29 from 6:30 PM to 8:30 PM. There will be at least one author present, musicians and poetry. Jack Peterson is handling the program, tickets advertising etc. Will be an interesting event.

Also, the Summer Reading Program is already in the planning stages- Emily will be placing an order for this and the theme will be “Dream Big... Read” for youth and “Own the Night” for teens. Planning is for July and further information will be forthcoming.

Next Meeting will be March 6, 2012 6:30 PM. Emily will see to the posting of the change in dates.

Meeting adjourned 7:30 PM

Kathy Shirey  
Secretary