

Minutes of the Henika District Library Board of Directors Regular Meeting, May 13, 2010.

The meeting was called to order at 6:01PM by board president Carrie Marchesotti.

Present: Marchesotti, Gary Marsh, Ann McInerney, Bob Kennedy, Helen Gамbee, Dave VanStensel, Marie Musgrave and Lynn Mandaville, library director.

Absent: Roger Bean.

Motion McInerney, second Gамbee to approve the agenda as amended. All aye, motion carried.

Motion McInerney, second Kennedy to approve the minutes of the April 8, 2010 regular meeting. All aye, motion carried.

#### Financial Report.

- The accountant's month end report for April 2010 was reviewed and filed. The board noted the addition of a new revenue account 4420 Internet Revenue Sharing to track USF money received.
- The credit card detail report for April 2010 was reviewed and filed.
- Motion Kennedy, second Musgrave to pay the bills. All aye, motion carried.
- No penal fine report to review.

#### Communications.

- Email from Hopkins Fundraising Consulting offering their services.
- Letter from Orton, Tooman, Hale, McKown & Kiel advising us that a Schedule K-1, Beneficiary's Share of Income, Deductions Credits, etc. will not be issued this year. (Helmey Estate)
- Letter and donation from Arthur and Patricia Johnson in honor of LaVerne A. Johnson's 99<sup>th</sup> birthday.
- Letter from the Allegan County Community Foundation inviting us to the unveiling of ArtsAlive! on May 13, 2010 at the Allegan Public Schools Administration Building.
- Letter from the above requesting monetary donations for same.
- Letter from Gun Lake Women's Club with a \$75.00 check for use in the summer reading program.

#### Director's Report.

- Mandaville reported on a strategic planning session held by the Lakeland Cooperative to prioritize possible cuts in services to keep the coop solvent. It was the overwhelming priority to retain the common catalog and the ILS that operates it. Tech support was the lowest priority.
- Fees for ILL items not picked up. Mandaville is postponing the implementation of this fee due to possible changes at Lakeland which might have serious repercussions with patrons.

Youth Services Supervisor's Report. Attached.

Unfinished Business.

- Health insurance deductible for full time employees' HSAs. Last year the board contributed \$3,000 and \$1,500 for Mandaville's and Kouchnerkavich's savings accounts. Motion Marsh, second Gambee to contribute \$3,000 to each of our full time employees' health savings accounts and to review next year's contribution prior to the June 1 onset of the new premium. All aye, motion carried.

#### New Business.

- Public comment for non-agenda items. None.
- Dropping assessments of property within library district. Marsh stated that as board treasurer he is concerned that falling assessments may result in significant drops in tax revenues from the city and township. He believes the board should be very deliberate in their spending in that light.
- Policy review and revision. Motion Kennedy, second McInerney to revise Loan Periods to reflect the seven day loan period for gaming software and to remove videocassettes from the list of formats. All aye, motion carried. Motion Kennedy, second Musgrave to revise the policy on Overdue Fines and Bills to reflect the change in fines for videos and DVDs from \$1.00 to \$ .15 per day. All aye, motion carried. Motion Kennedy, second McInerney to revise the policy on Issuing of Library Cards by removing the paragraph referring to Martin and Martin Township residents because the J. C. Wheeler Library has withdrawn from the Lakeland Cooperative. All aye, motion carried. The Investment Policy was reviewed. No changes were deemed necessary. Motion McInerney, second VanStensel to revise the Acceptable Computer Use Policy by deleting the paragraph about requiring patrons to present a valid library card prior to using the Internet, deleting the paragraph about floppy discs and CDs requiring scanning for viruses prior to use on library computers, and by replacing the paragraph about imposing time limits with language stating that the library uses time limiting software and that staff may extend additional time to users involved in job searching, resume writing and distance education. All aye, motion carried.

#### Around the Table.

- VanStensel told the board he is moving to Ada this week and his seat will be vacant. The board should pursue and replacement.
- Marsh explained his conversations with Don of DLB Glass, who is doing the new south side entrance. Both think it isn't sensible to put in new, energy-efficient glass and then put two holes in them for book returns. Instead, they have designed an external metal materials return to be constructed by a friend of Don's who is a metal fabricator. It would accommodate both print materials and audio/visual items. The cost would be far less than book returns available from commercial library vendors. The board chose to have it colored green.
- Musgrave thanked Gary for his work on behalf of the board and thanked Dave for his period of service on the board.
- McInerney said the former board member Greg Lewis is now working part-time at the Byron Center branch of KDL.

The meeting was adjourned at 7:07PM.