

Minutes of the Henika District Library Board of Directors
Regular Meeting, January 12, 2012

The meeting was called to order at 6:02 PM by board president Ann McInerney

Present: Ann McInerney, Gary Marsh, Greg Nelson, Maria Musgrave, Nancy Koerber, Deb Radmacher, Denise Taugher, Bob Kennedy, and Carol DeBoer

Motion Radmacher, seconded by Kennedy to approve the agenda as amended. All aye, motion carried

Motion Musgrave, seconded by Kennedy to approve the amended minutes of the December 8, 2011 meeting

Financial Report

The accountant's month end report for December 2011 was reviewed and filed
The credit card detail report was reviewed and filed

CD set to mature will not be renewed and the money is placed in the checking account

Motion Musgrave, second Nelson to pay the bills, all aye, and motion carried

No Penal Fine report to review

Communications

D&G Lawn Service recommended two references, MJA Landscaping and Green Lake Landscaping. Carol showed the Green Lake quote and will follow up with another call to MJA Landscaping. Musgrave will pursue with the City of Wayland on a relationship with HDL. No decision was made and the issue was tabled until next month.

Thank You card from Lynn was read

Engagement letter from McKeown, Kraai, and Phillips PLC. Marsh will sign and forward

Letter of Congratulations from Maria Whittemore

Certification Population Report from the Library of Michigan Department of Education state HDL supports a population of 7,135, thus making HDL a class 3 Library

Siegfried Crandall PC annual audit will be February 14. Letter will be signed by Marsh and forward to the proper person

Information on Michigan Fair Tax was shared and discussed briefly

Directors Report

Kennedy is not prepared to give his report. Will work toward the February meeting

Adult Services Report was submitted. Discussion on goals of the Adult Programming ensued. It included ways to promote activities, used of guestbook and email, along with close work with Mainstreet and Chamber of Business

Discussion on Jazz Night and the success of the event

Carol and Vicki continue inspecting the new property so that nothing breaks.

Winter tax bill for the new property was discussed. Concern on who will pay for it was discussed. Bob Jones was contacted. Carol will contact Marty Reed in Allegan for clarification

Overdrive will go live on February 28. Training for the staff will be soon

Youth Services Report

Report was shared and discussed

Unfinished Business

ADT alarm quote was discussed

Motion Kennedy, seconded by Musgrave to delay installing an alarm in the new property

Discussion on insurance for the new property.

Ann spoke to Mike Salisbury on December 9th.

The new property will be insured for 6 months for \$135.00. It will be reexamined in July

Nancy will approach the city on the status of the parking lot in the spring

Tim Bala will talk to the Board concerning the structure of the new building and what can be done to make the structure better for the HDL needs

Discussion on the issue of cars parking on the new property and liability.

No action was taken.

New Business

A. No public for comment

B. Reminder of a special meeting for Long Range Planning for the HDL will be Thursday, January 19, 6:00 pm in the new building.

C. Downtown Streetscape Vision will be January 21, from 10:00 to 12:00 at the Public Safety Building. Musgrave may go

D. Will there be another winter fine forgiveness this winter? The board decided there will not be a fine forgiveness opportunity this year

E. Discussion on the use of email and Facebook training. Carol was asked to research some alternative training to use Facebook as part of HDL public relations. Alicia V. will be contacted for help on the use of the social media

F. PR Committee

Ann was the committee and requested Deb and Denise to work closely with her. Ann also reminded us that ALL of us are PR people for HDL. The committee will meet with Mainstreet and Chamber to coordinate dates and networking

Around the Table.

Greg mentioned and discussed the two main options for the new property

Nancy had no comment

Denise stated that we all need to keep in mind ways to promote HDL

Deb reported that Grandville Library has the largest Overdrive and they were swamped after Christmas because of all the new tablets and readers

Maria commented on the nice job at the Jazz reception

Ann echoed Maria concerning the Jazz and was happy with Deb and Denise on the PR committee

Bob had no comment

Gary spoke about the improvements around the physical plant. They look great.

Gary brought up the possibility of HDL owning the parking lot to the south so Mainstreet activities could use the parking lot for its activities with less "red tape"

Gary brought up the concern of having only one staff member in the evening at HDL. Carol will investigate the scheduling concern and reexamine the policy.

Hopkins Library has a Schuller's bookstore coming for a visit concerning e-books. Carol stated that Barnes and Noble will be visiting HDL in the future

Gary noted that the barn on the new property has holes in the roof and needs to be repaired if the building is to be saved.

Carol thanked the board members for coming to the Jazz reception and brought up the concern that the demand for e-books will be high.

Next Board Meeting will be February 9th, 2012

Next meeting about the newly acquired property will be January 19 at 6:00

Meeting Adjourned at 7:48 PM

Respectfully submitted,

Bob Kennedy