

Minutes of the Henika District Library Board of Directors Regular Meeting, July 8, 2010.

The meeting was called to order at 6:00 PM by board president Carrie Marchesotti.

Present: Marchesotti, Ann McInerney, Roger Bean, Marie Musgrave, Bob Kennedy, Deb Radmacher and library director Lynn Mandaville.

Absent: Gary Marsh.

Motion Kennedy, second Bean to approve the agenda as amended. All aye, motion carried.

Election of Officers. The following slate of candidates was offered:

President – Ann McInerney

Vice President – Carrie Marchesotti

Secretary – Bob Kennedy

Treasurer – Gary Marsh

Motion Bean, second Musgrave to elect the slate of officers as presented. All aye, motion carried.

The meeting was turned over to McInerney.

Motion Marchesotti, second Kennedy to approve the minutes of the June 17, 2010 regular meeting and closed session as printed. All aye, motion carried.

Financial Report.

- The accountant's month end report for June 2010 was reviewed and filed. The new line items dividing the public utilities into their specific areas has created odd numbers that may continue until the new budget year. Mandaville will check to see if anything can be done to rectify it earlier.
- Credit card detail report was reviewed and filed.
- Motion Kennedy, second Bean to pay the bills. All aye, motion carried.
- Penal fines for May and June were reviewed. We are still waiting for clarification of missing March fines.
- CD maturing. Mandaville will take care of renewal per Marsh's instructions.

Communications.

- Letter of resignation from Circulation Assistant Nancy Felton. Mandaville has posted the job vacancy and is accepting applications.

Director's Report.

- First Friday Fine Forgiveness held last week, forgiving about \$59.
- Delivery volume seems to be down a bit, so discontinuation of AV lending may be making the desired effect.
- Underfunded contract area residents are being informed of the coming changes and an informational handout is being offered so those affected can complain to their appropriate municipal officials.
- Accountant has added new line items to the budget so we can better track utilities.
- ACLA meeting will be July 20 in Saugatuck. McInerney will attend with Mandaville.

Youth Services Supervisor's Report. (Attached)

- Friends would like to purchase the book cart desired by Kouchnerkavich, as well as a PC laptop computer to have dual use in children's programming and as a short-term (15 minutes per session) email station for the public. Board gave their blessing to this purchase.

Unfinished Business.

- Mandaville will contact Tim Farrell this week to discuss redesign, costs, etc. for relandscaping the front gardens.

New Business.

- Public comment for non-agenda items. None.
- Budget Committee needs to meet for purposes of 2011 budget. Committee consists of Mandaville, Kennedy, McInerney and Marchesotti. August 3 at 9 AM is set for this meeting. Mandaville will email everyone close to the date.
- Closed session to review director's evaluations. Tabled due to lack of returned evaluations. Marchesotti and Kennedy asked that copies of the evaluation be emailed to them.
- Holiday closings. Mandaville expressed concern about library not closing for July 5th legal holiday to observe Independence Day. Not worth being open for the few patrons who came in, especially after 5PM. Mandaville will put on August agenda and supply board with copies of the section in Personnel Policy that deals with holiday closures.

Around the Table.

- Musgrave asked if board members brought list of publicity outlets for library PR. McInerney shared her list with the board and other suggestions were made.
- McInerney said she had asked Sharon Nelson if she had an interest in being on the library board but has not heard back yet.
- Mandaville shared an informal accident report written by Nancy Felton regarding a patron who fell outside the library and injured herself. Musgrave suggested Mandaville download an accident report form from the Internet for future use.

The meeting was adjourned at 6:50 PM.