

ALVAH N. BELDING MEMORIAL LIBRARY

302 East Main Street Belding Michigan 48809

REGULAR MEETING OF THE ALVAH N. BELDING LIBRARY BOARD

Library Board Minutes from April 22, 2019

Library Board Members Present: Carla Gunderson, Kathleen Lehman, Annette Visser, David Riches, Janice Lamborne

Director: Britney Dillon **City Council Liaison:** Mayor Brad Miller-absent

Members Absent:

Guests Present: Betty Jenkins

1. **CALL TO ORDER AND ROLL CALL:** Meeting called to order by Carla Gunderson at 5:31pm.
2. **APPROVAL OF THE AGENDA:** Motion made by Annette V. and seconded by Jan L. to approve the amended agenda to include New Business: b) landscaping. Motion passed.
3. **APPROVAL OF THE MINUTES:** Motion made by Annette V. and seconded by Carla G. Motion passed.
4. **PUBLIC COMMENT:** None

LIBRARY REPORTS: Director's Report, Youth Services Report, Circulation Report, Donations Report, and Monthly Financial Report were all reviewed. These reports were received for filing.

5. **NOTICE OF PAID BILLS:** Bills were reviewed and discussed. Motion made by Annette V. seconded by Carla G. to approve the Notice of Paid Bills for March 2019. Motion passed. **Comments:** We are waiting on RMS to schedule repairs. It was suggested that lighting in the book sale areas be checked prior to the sale.
6. **COMMUNICATION AND CORRESPONDENCE:** Daily News articles.
7. **UNFINISHED BUSINESS:**
 - A) **Third Party Agreement:** City Manager, John N., stated to Britney D. the agreed amendment is drafted, approved by the attorney, and awaits City Council approval.
 - B) **Strategic Plan: ANBL Values-** a compilation of Library Staff and Trustee notes were presented to add to the Goals Section of the Plan. A motion to approve the compilation was made by Carla G. and seconded by Annette V. Motion passed.
 - C) **Policy Manual:** no policies were presented for review at this meeting. More policies are awaiting review at a future date.
 - D) **Security System:** The down payment has been sent for the improvements presented and approved at a prior meeting of the Board.
 - E) **Library Logo:** Two sample logos were presented incorporating suggestions from the last meeting of the Board. Much discussion followed with Trustees voicing concern over the proposed change to using the Logo rather than the image of the library in

print. A motion was made by Carla G. and seconded by Kathleen L. to approve the use of the top sample logo with the words: Explore, Discover, Imagine written on the spines of the books. Motion passed.

EE) It was agreed that the image of the ANBL will remain and continue to be used as the book plate for book memorials inside donation books.

8. NEW BUSINESS:

A) **Staff Raises:** A motion to enter closed session to discuss staff raises was made at 6:09pm by Carla G. and seconded by Annette V. motion passed. At 6:19pm a motion was made to end the closed session by Carla G. and seconded by Annette V. motion passed. The open meeting resumed.

AA) Motion was made by David R. and seconded by Annette V. to increase three employees' salaries by \$0.50/hour. Motion passed.

B) **Landscaping:** Discussion on the need to maintain the current landscaping and explore some additions was held. The board directed Britney D. to obtain and estimate from River Ridge Landscaping, the company that originally did the improvements.

9. PUBLIC COMMENT: None

10. TRUSTEE COMMENTS:

David R. pointed out the date on the agenda is wrong regarding the next meeting of the Board. The next meeting is May 20, 2019, a week early due to the Memorial Day Holiday.

Annette V. asked about the Facebook and webpage tabs to allow donations to the current debt fund. Britney D. stated that the tabs are being worked on to allow this. Kathleen L. noticed how nice the recently cleaned windows looked. It is a constant battle to keep them clean so near the river. Modern Windows was the company that completed the work. She asked that we be placed on a regular schedule with them. Britney D. said that is the plan.

Carla asked about the waiving of fines on children's materials, and was told this is being worked on at the Lakeland level. Automatic renewal of adult materials started to occur on April 1, 2019. Auto renewal will occur unless someone else has a hold on the material in which case it will need to be returned.

Britney D. stated the \$700 grant money that was received will be used to purchase two elementary-level Spanish packs. The packs will assist users in learning the Spanish Language.

11. Motion to adjourn was made by Annette V. and seconded by Carla G. at 6:38pm. Motion passed.

Kathleen Lehman, Library Board of Trustees Secretary