**ALVAH N. BELDING MEMORIAL LIBRARY**

302 East Main Street Belding Michigan 48809

**REGULAR MEETING OF THE ALVAH N. BELDING LIBRARY BOARD**

**Library Board Minutes March 2019**

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

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

**Members Absent:** Janice Lamborne

**Guests Present**: Betty Jenkins

1. **CALL TO ORDER AND ROLL CALL:** Meeting called to order by Carla Gunderson at 5:32 pm.
2. **APPROVAL OF THE AGENDA:** Motion made to approve the agenda as presented by Annette V. and was seconded by David R. Motion carried.
3. **APPROVAL OF THE MINUTES:** Motion made by Annette to approve February 2019 regular meeting minutes and was seconded by Carla G. Motion carried.
4. **PUBLIC COMMENT**: None
5. **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.
6. **NOTICE OF PAID BILLS**: Bills were reviewed and discussed. Motion to approve the Notice of Paid Bills for February 2019 was made by Kathleen L. and was seconded by Annette. Motion carried.
7. **COMMUNICATION AND CORRESPONDENCE:** Articles in Daily Newspaper by Betty J.
8. **UNFINISHED BUSINESS:**
9. **Third-Party Agreement:** No further information has been received from City Hall at this time.

**AA)** The Ashe Foundation replied to our inquiry letter requesting any and all documents they may hold related to the $400,000.00 pledge at the time of the Library expansion project. Copies of the original pledge agreement and several cancelled checks, including one that stated it was the final payment dated 11/22/2011 were received. We appreciate the Ashe Family’s support of our library.

1. **Strategic Plan:** Trustees, Brad M, and Britney D. all completed a worksheet prior to this meeting with their personal thoughts regarding the Library’s Strategic Plan Goals of Accessibility, Flexibility, Friendliness, Honesty, Invention, Learning, and Teamwork. Ideas were shared and discussed. Worksheets were collected by Britney D. to compile the information.
2. **Policy Manual:** Two of the five sections in the Library Policy Manual were reviewed discussed, and clarified as needed.
3. **Security System:** Greg Mannino, security system guy, stated the equipment that will be installed has a 2-year manufacturer warranty and he will provide a 90 day installation warranty. Measurements have been taken and the project is progressing. A suggestion was made to inquire about a camera for inside the elevator. Britney D. will follow up on the suggestion.
4. **Library Logo:** The proposed Library Logo with suggested revisions from last month was presented. Discussion followed. Motion made by Carla G. was made to approve the logo and no second was received. Discussion followed. Motion made by David R. to table the discussion until April’s meeting and Kathleen L. seconded. Motion carried. Britney suggested that the Trustees explore library logos on the internet prior to next month’s meeting.

1. **NEW BUSINESS: (Late addition to the Agenda)**
2. **Physical Plant:**  RMS (Refrigeration & Mechanical Services) replaced the inner workings of boiler pump #1 and there have been no leakage issues since. RMS concluded that the heat exchanger on boiler #1 can be changed without the need to replace the entire boiler at a cost of $3,190.06. Motion was made by David R. and seconded by Annette V. to approve the repairs of boiler #1. Motion carried.
3. **PUBLIC COMMENT:** none
4. **TRUSTEE COMMENTS:**
* David R. passed out the PowerPoint slides that he and Kathleen received at the Trustee Workshop they attended on March 23rd. The presenter was Kathryn. J. Deiss. She provided clarification and a method to writing a strategic plan for libraries.
* David R. attended the recent Friends of the Library meeting.
* Annette V. inquired about the Donation tab for the website. It is being worked on.
* Kathleen L. presented the LibraryGivingDay.org is April 10th. It occurs during Library Appreciation Week.
* Brad M. updated the Board on things going on in Belding.
* Carla G. reminded the Personnel Committee there is a meeting this coming Wednesday at 3pm.
1. **Motion to adjourn** was made by Annette V. and seconded by Carla G. Motion carried. Meeting adjourned at 7:14 pm.

Kathleen Lehman, Library Board of Trustees Secretary