**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 November 25, 2019**

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

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

**Members Absent:** none

**Guests Present**: Betty Jenkins

1. **CALL TO ORDER AND ROLL CALL:** Meeting called to order by Carla Gunderson at 5:30pm
2. **APPROVAL OF THE AGENDA:** Motion made to amend the agenda to add under New Business item a) director approval by Janice L. support by Davie R. Roll called and motion passed.
3. **APPROVAL OF THE MINUTES:** Motion made to approve the October 2019 minutes by Carla G. Support by Annette V. as presented. Roll called and motion passed.
4. **PUBLIC COMMENT**: none

**LIBRARY REPORTS:** Director’s Report, Youth Services Report (none available to due to staff transition to new position), Circulation Report, Donations Report(none available as there were no changes from the October meeting), and Monthly Financial Report were all reviewed. These reports were received for filing.

1. **NOTICE OF PAID BILLS**: Bills were reviewed and discussed. Motion made by Annette V. and support by Carla G. Roll called and motion passed.
2. **COMMUNICATION AND CORRESPONDENCE:** Carla G. submitted a letter of intent to renew her three year term per board approval. Annette V. made a motion to accept Carla G. to renew her three year term, support by Janice L. Roll called and motion passed.
3. **UNFINISHED BUSINESS:**
4. **Third Party Agreement:** Annette V. shared her conversation with city manager, John N., regarding the hold up on the written agreement between the City of Belding and the Library. John N. said that the hold-up is with the City attorney who has not responded to any inquiries from him regarding the agreement. John N. wants the Library to not worry since the City is carrying out the said verbal agreement per the City and Library’s wishes. Further, John N. suggested that the Library use monies to build up the Library’s ‘emergency fund’ rather than apply monies to shorten the length of the loan payments.
5. **Strategic Plan:** Britney has set goals for 2020 regarding the strategic plan.
6. **Policy Manual:** Britney has set goals for 2020 regarding the policy manual.
7. **Shed:** Storage shed- this has been purchased, but will not be placed outside until spring. NOTE: Landscaping project will not begin until Spring as there was an early start to winter.
8. **Seating:** Britney is still gathering quotes on the best type of chairs for the best price for the room on the lower level.
9. **NEW BUSINESS:**
10. **Director Evaluation:** Britney was asked if she’d like us to move to closed session for the discussion. She agreed. A motion was made by David Riches to enter closed session to discuss Britney’s evaluation, support by Annette Visser. Roll called and motion passed. The public left. Closed session began at 5:58pm. Guests were invited back to the meeting room. At 6:09pm a motion was made by Annette V. to exit closed session and resume the public meeting, support by Janice L. Roll called and motion passed. A motion was made to increase Britney’s salary by 2.5% was made by Carla G. and support by Annette V. Roll called and motion passed.
11. **PUBLIC COMMENT**: Mayor Miller commented on many projects/events going on in the City of Belding. He encouraged all to check on the city website to read his articles about the Council Meetings, where more information can be found.
12. **TRUSTEE COMMENTS:**

David R. Commented on the link on the Library’s page to the My Heritage site. This is available on our digital resources page and has loads of genealogy information. He also inquired about the feasibility of having a defibrillator on site. Britney will check into this.

Annette V. Shared Becky’s comment on how much she enjoys working with Britney on the Library’s finances. She particularly noted Britney’s skills and efficiency. Annette also inquired if anyone on staff at the Library has become a Notary of the Public. None as yet have this designation.

Janice L. appreciated Janelle’s attendance at Ellis’ Literacy Night. Many good things were said about our Youth Services Team.

 Kathleen L. Inquired about the repair to the mural in the meeting room not having been started as yet. Britney will follow up on it.

Carla G. none

1. **Motion to adjourn** was made by Carla G. and seconded by David R. at 6:42pm. Motion passed.

Kathleen Lehman, Library Board of Trustees Secretary