**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 January 27, 2020**

**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, Jim Mason

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. support David R. to approve the agenda as presented. Roll called and motion passed.
3. **APPROVAL OF THE MINUTES:** Motion made by Janice L. seconded by Annette V. to approve the minutes from the November 25, 2019 meeting. Roll called and 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.

1. **NOTICE OF PAID BILLS**: Bills were reviewed and discussed. Motion made by David R. and support by Kathleen L. to approve the November 2019 bills. Roll called and motion passed. Motion made by Annette V. and support by Janice L. to approve the December 2019 bills. Roll called and motion passed.
2. **COMMUNICATION AND CORRESPONDENCE:** Newspaper articles.
3. **UNFINISHED BUSINESS:**
4. **Election of Officers:** Motion made by Carla G. support by Annette V. to nominate Kathleen L. for president. Roll called and motion passed. Motion made by Kathleen L. support by David R. to nominate Carla G. for vice president. Roll called and motion passed. Motion made by Janice L. support by Kathleen L. to nominate Annette V. for treasurer. Roll called and motion passed. Motion made by Annette V. support by Carla G. to nominate Janice L. for secretary. Roll called and motion passed. \*Carla will remain the chair for the remainder of this meeting.
5. **Third Party Agreement:** Britney did not have an update from City Hall. Brad M. stated that there has been communication between the City and its lawyer on the agreement. He has been in communication with the city manager, John N. Brad M. hopes to have a document to present at to the Board in the near future.
6. **Strategic Plan:** The committee met on January 7, 2020. Many topics were discussed and the committee recommended that the Board not take on any of the major projects proposed this year. They set a goal of having one year’s operating expenses in reserve before proceeding on any major projects.
7. **Policy Manual:** policies 5.1-5.13 were included in the Board packet. Questions regarding policies 5.2 5.3 and 5.5 were asked by Kathleen L. and discussion followed. A motion was made by Kathleen L. and support by Annette V. to accept the policies 5.1-5.13 as presented. Roll called and motion passed.
8. **Seating:** New seating for the meeting room was discussed at a previous Board meeting. Two options for more portable seating were included in the Board packet. Discussion of the merits of both were discussed. A motion to purchase Flash Furniture 5 Pk. Hercules Series 661 LB. Capacity Air-Vent Back for a total of $1522.48 was made by Kathleen L. support by Carla G. Roll call and motion passed.
9. **Shelving:** The Board journeyed upstairs to the Adult Fiction and Young Adult rooms so that they could visualize Britney’s plan to increase shelving in said rooms. Due to the increasing number of materials in each room the need to utilize more shelving is apparent, and the Board told Britney to proceed with the plan to increase that amount of shelving.
10. **NEW BUSINESS:**
11. **2020 Meeting Schedule:** The proposed dates for the 2020 Board of Trustees was discussed and agreed upon. Kathleen L. made a motion to accept the schedule of meeting dates as presented. Support by Carla G. Roll called and motion passed.
12. **Budget:**  After a discussion of the 19/20 Amended Budget, Kathleen L. made a motion to approve the 19/20 Amended Budget. Support by Annette V. Roll called and motion passed. After a discussion of the 20/21 Proposed Budget, Carla G. made a motion to approve the 20/21 Proposed Budget. Support by Annette V. Roll called and motion passed.
13. **Employee Handbook:** Britney presented the Board with the logic of offering paid vacation days to our part-time employees. Board members discussed the feasibility and financial impact of making this change. The Board agreed with Britney’s plan after discussion. Trustees are asked to send their ideas on how to implement this ideas to Britney or stop in to discuss it with her prior to the next Board meeting.
14. **PUBLIC COMMENT**: Jim Mason, Friends of the Library President, gave us an update on the ‘Friends’ events in the past months. He stated that at the end of the fiscal year for the ‘Friends’ a percentage was given to the Library. He stated that the October Murder Mystery was a grand success and that the ‘Friends’ plan another event similar to this Fall. Jim M. presented a copy of the Executive Board and Board of Directors and a schedule of Meetings and Activities Calendar to the Trustee President, Carla and Vice-President, Kathleen. Carla G. spoke on behalf of the Board of Trustees and thanked Jim and the Friends of the Library for their support and efforts.
15. **TRUSTEE COMMENTS:** Mayor Brad Miller commented on many projects/events going on in the City of Belding. He mentioned that the vacant positions due to retirements have been filled. He suggested that all check into the history of the Housing Commission; it has a fascinating history. He hopes to have the Third Party Agreement and the changes completed in the near future.

**David R.** commented on the teen Halloween Party write up.

**Annette V.** asked whether any employee has received the designation of Notary of the Public. Britney will look into having that accomplished. Annette V. also asked about the donation option on the website. Britney discussed the options of PayPal and DonorBox at this time. After discussion by the Board, it was decided to move forward. A motion was made by Annette V. support by Carla G. to add Donor Box to the Library website. **Kathleen L.** commented on the change in public computers. Britney said that the vendor contract had expired and as of January new software was installed. The new software enables patrons to conduct wire-less printing. Yeah!

to discuss the director evaluation and report back at the next Board meeting.

**Carla G.** asked about the adult reading program. Britney replied that it will start February 1st.

**Janice L.** none

**Britney D.** asked that the Board judge the Lego Building Contest in February.

1. **Motion to adjourn** was made by Carla G. and seconded by Annette V. at 7:25pm. Motion passed.

Kathleen Lehman, Library Board of Trustees Secretary