

Minutes of the Tamarack District Library Board of Trustees Regular Meeting

November 19, 2015

6:30 PM

Tamarack District Library

Call to Order: The meeting was called to order at 6:33 by Board President Cheri Chapin.

Present: Board members Cheri Chapin, Cindi Gigowski, Janet Johnson, Kathy Nerychel, Sue Draper, Pat Hinrichs, and Cathy Ackerson; Library Director Hope Nobel.

Absent: Jody Warner

Approval of Minutes: A motion to accept minutes of the October 15 meeting was made by Johnson. Motion carried.

Public Comment: Judy Forgar attended the meeting to request review of the library's procedure in communicating due dates of items to patrons. In accordance with policy, the Board took no immediate action, but Chapin and Nobel will pursue the matter further.

Financial Report: Nobel submitted a report of the fiscal year to date for the Board's review and requested that three line items of the budget be adjusted as follows: #910 be increased by \$1,000; #990 be increased by \$2,000; #980 be decreased by \$3,000. Draper moved to make the changes as requested. Motion carried.

Communications: Nobel reported that the USDA interest payment notification for December was received, and that Mecosta County sent acknowledgement of the library's millage for this year.

Committee Reports:

- **Budget & Finance:** Draper presented a report of the committee's meeting on November 6. In connection with the committee's report, Nobel presented for review a final report of the Library Back Entrance Renovation financials.
- **Policy & Public Relations:** Nerychel made a verbal report of the committee's meetings on October 19 and 26. The committee has brought the policy forward as far as it can at this time, and recommends that further work be done on employee benefits. Nobel recommended that an ad hoc committee be formed for this purpose, perhaps including members of both the policy and the finance committees, as well as possibly members of staff. Chapin will address this further at the December meeting.
- **Facilities & Grounds:** Did not meet; no report.

Director's Report:

- **Meetings:** Nobel attended the following: Lakeland Delivery Committee/Advisory Council, Delivery Services ad hoc Committee, Planning, Policy, and Services Committee, and A & B Libraries; Montcalm County Librarians (One Book One County); Michigan Library Association annual conference; Lakeview Area Community Foundation Dinner (Nobel presented on behalf of the library); Friends of the Library; HR Manager from Credit Union (benefits discussion).
- **Personnel:** Andrea Gregory is moving on to employment elsewhere, and is helping Goldie Vickers transition into her programming duties. Nobel is conducting interviews for a new staff person.
- **Programming:** Staff has attended two Lakeland programming workshops and put on a highly successful Creative Day Out. Nobel invited the Board to participate in the "Christmas in Lakeview" festivities at the library, including being readers for the "Read to Me" events. Chapin, Gigowski, Nerychel, and Draper will all be readers.

Old Business:

- **Loan Payment:** Nobel presented the proposed principal payment, as recommended by the finance committee. Hinrichs moved that the proposed total of \$81,410.78 be paid in December. Motion carried.
- **Policy Review:** After some questions and discussion, Gigowski moved that the Personnel Policy Manual be approved as presented, with a few minor corrections. Motion carried.

Executive Session: Hinrichs moved that the Board go into executive session at 7:53. Motion carried by roll call vote.

Hinrichs moved at 8:00 to come out of executive session. Motion carried. No action was taken in executive session.

New Business:

- **Holiday Gifts:** Nerychel moved that the holiday gifts to staff be approved as presented by Nobel. Motion carried.

Next Regular Meeting: December 17 at 6:00 p.m. The Staff and Board holiday party will follow the meeting at 6:45, and members of the Board will coordinate potluck via email.

Adjournment: Motion to adjourn made at 8:05 by Gigowski. Motion carried.

Signed as approved: _____

Recorder

Hope Nobel

12/17/15

Date

Signed as approved: _____

Meeting Chair

Cheri Chapin

12-17-15

Date