

## Library Board Meeting Minutes August 22, 2018

### I. Roll Call

Chair Hatchett Present, Vice Chair Earl Present, Treasurer Maxey Present, Trustee Richardson Present

### II. Approval of Agenda

Chair Hatchett Present Approve, Vice Chair Earl Approve, Treasurer Maxey Approve, Trustee Richardson Abstain

### III. Prayer

Prayer and moment of silence for Family of Aretha Franklin due to her recent death.

### IV. Public comments none

### V. Approval of Minutes

Motion to approve minutes by Treasurer Maxey, Seconded by Vice Chair Earl.

Roll Call – Chair Hatchett Yes, Vice Chair Earl Yes, Treasurer Maxey Yes, Trustee Richardson Abstained Motion Passes

Motion Made to Accept Financial Report by Vice Chair Earl, Seconded by Treasurer Maxey

Roll Call – Chair Hatchett Yes, Vice-Chair Earl Yes, Treasurer Maxey Yes, Trustee Richardson Abstain Motion Passes

### VI. Fifth Third Investment Report

A representative from Fifth Third Bank went over the report on the library's investment accounts.

### VII. Financial Report

Vincent Harden went over the monthly financial reports. As of July 31<sup>st</sup> Total Checking and Savings – 957,155.19 Fixed Assets – 505,357.64 Total Assets - 1,463,377.83 Total Liabilities – 1,141.38 Total Equity – 1,462,236.45 Total Liabilities and Equities – 1,463,377.83

Treasurer Maxey's concern about bank fees that he did not recognize were addressed by the Library's accountant. It was explained that the fees were disclosed in the contract with the bank by the previous library board for the management of the investment accounts. These fees were logged into the accounts overall performance and reflected in the monthly reports.

### VIII. Chair Report - None

## IX. Directors Report

Director Green informed the Board of the modification to the circulation desk this week and Guardian Alarm is roughly half through the upgrades to the fire alarm system. The library is currently working on adding Notary services at circulation desk, creating a community survey and planning the annual princess Tea party Story Time. This year it will be held at Your Emerging Space at 7 N Saginaw will combine the Princess Tea Party and the Gallant Knights Story Time with a medieval theme. Due to the fact the Library has been getting roughly 80 patrons attending the Tea party, the library needs to hold it in a bigger space. The Event would be October 20, 3-5 pm at 7 N. Saginaw. There is no charge for the library to use the space.

Director Green is still working on the scheduling of the installation of RFID security gates and transferring the collection items to the new tags.

The Annual Michigan Library conference is October 17<sup>th</sup>-19<sup>th</sup> and early registration is going on now. Trustees are encouraged to contact Director Green if interested in registering / attending any conferences.

Library Design has submitted a proposal for the redesign of the Circulation Desk to raise the desks to levels even with each other and the cost. Since the original design and materials came from Library Design, Director Green recommended the Board to approve the quote. The quote to do the remodeling, grommet, cord management, and finishing work \$1,700 dollars.

A Breakdown of the Dream Cruise income and expenses was given to the board however the Library had not yet received the donation from Smart Bus or the profit sharing from The Rib Spot and Harold's Italian ice.

End of Director's Report

Motion by Treasurer Maxey to accept the Director's report.

Motion Seconded by Vice-Chair Earl

Chair Hatchett inquired about date, age and other planning aspects of the Royal Tea Party Event and the price of the event. Director Green stated that we are not being charged for using 7 N Saginaw and we have no added expenses other than the standard supplies that we have used in the past. Also that there is no age restriction for this event but it is usually between ages 5-13 and we encourage them to come in costumes. Children will have a tea party, slay a dragon, make a Helmet/Tiara and make medieval themed decorations.

There was discussion about the State and National conferences started by Chair Hatchett. She requested information on airfare, dates, mileage, deals that staff can get and Per Diem for reimbursement for both staff / trustees.

Friday, October 5<sup>th</sup> in Lansing is the Trustee Conference.

Chair Hatchett has asked all Trustees to fill out the same forms that staff does in regards to attending conferences.

#### Roll Call on Accepting Director's Report

Chair Hatchett Yes, Secretary Rutherford Yes, Vice Chair Earl Yes, Treasurer Maxey Yes, Trustee Richardson, (inaudible) Motion Carried.

#### X. Old Business

##### A. Dream Cruise Free Concert Committee

Vice Chair Earl expressed the highlights about the event in regards to the number of families, the performances and the crowd size even though it rained at times.

Chair Hatchett mentioned Meet up and Eat Up was not available to give out the free meals due to a scheduling conflict. However the Library had advertised free food for the youth and the Library chose to give vouchers for hot dogs which it would then reimburse the vendor for the hotdogs given out. It was lack of children's activities on Friday evening. In the future the library may plan more than the bounce house for children. She suggested some form of crafts next time and maybe a rock climbing wall.

Secretary Rutherford thanked Chair Hatchett for working the parking lot because of how amazing it is to see the Chair of a Board working the event.

Motion to accept Dream Cruise Report by Secretary Rutherford, Seconded by Treasurer Maxey. Roll Call: Secretary Rutherford Yes, Chair Hatchett Yes, Vice Chair Earl Yes, Treasurer Maxey Yes, Trustee Richardson (inaudible) Motion Passes.

#### XI. New Business: None

#### XII. Action Items

Motion to Approve Circulation Counter Adjustment by Secretary Rutherford, Seconded by Vice Chair Earl.

Roll Call: Secretary Rutherford Yes, Chair Hatchett Yes, Vice Chair Earl Yes, Treasurer Maxey Yes, Trustee Richardson Yes Motion Passes

#### XIII. Adjournment

Motion made by Secretary Rutherford, Seconded by Vice Chair Earl Roll Call: Secretary Rutherford Yes, Chair Hatchett Yes, Vice Chair Earl Yes, Treasurer Maxey Yes, Trustee Richardson Yes. Meeting adjourned.