Proposed Minutes for August 8, 2019

Present: Kim Greidanus, Teresa Netzke, Judy Moenek, Maria Seyrig, Susan Stevens, Robin Rosen

**Minutes from June 13** -

Judy asked to remove line in Treasurer’s Report, “There was a question about…” Robin made motion to approve the minutes. Maria seconded it. All approved.

**Expense Approval:**

Kim explained the check detail question in connection with Precision Irrigation. Judy asked for signed contracts. Kim has the contracts and showed the invoice for the soaker hoses. The invoice is also on file, attached to the cancelled check.

3/4 of the amount goes to the Reading Garden and the other 1/4 is for the library operating budget.

Judy made motion to approve May check detail and Susan seconded it. All approved.

Approve July and August check detail and list of bills: Judy had questions. Kim says there is a discrepancy . Kim is asking about the EFT transactions for the utilities, payroll processing, and Baker and Taylor. Kim is going to ask for the June and July reports to be redone.

Kim is going to sit down with Karl and determine why there are questions and possible discrepancies/differences. Judy feels the reports are off but not the checks or the amount spent. However, the “bottom line” seems to be correct. We are going to continue working on improving how things are categorized.

The financials will be approved pending corrections, clarifications, and adjustments.

Final Budget (2019-2020) - There was a question of whether we are over-budgeting.

There is a discrepancy in the Reading Garden budget amount. The amended budget is approved for an increased amount.

Teresa is asking for Karl to show penal fines and state aid as income, and why there was nothing reflected in the July budget. Kim will check on this as well.

Judy made a motion to approve the 2019/2020 budget as amended . Maria seconded it. Approved.

**Reading Garden:**

Furniture - Teresa and Maria found examples of commercial grade furniture that would work for us in order to get an idea of prices. Maria also asked if there is a real need for additional furniture. Teresa suggested that we wait until after Round Up and October Fest and Maria asked that we put out a very brief survey asking for whether people feel the amount of furniture we have meets the needs of the public. Maria will determine with Florence what questions she will ask. Florence will use her data base to collect this information.

Water feature and bridges are being misused by kids and Kim suggested we put out signs to politely ask that they not be used unsafely. This is for our liability. The signs should be done as soon as possible, but definitely before next spring. Maria, Kim, and Sue will work on the wording.

Bridges - there has been questions about the color (“undone”, “unfinished”). Cedar was chosen so that it would not have to be sealed. They will age and change color over time. We will watch to see if it does need to be sealed periodically.

Soaker hoses - Some plants are dying and there is a question if it is because it is dry in spots. Kim and her husband will come to see if there are spots that are not being watered.

Kim set up a date for shutting off the water in October. This is free this year. In the future, it will be $200 . They also will charge $80 to do a midseason check up. We will decide this next year.

Deer eating hostas is not an issue because they were not provided by the landscaper.

The dead plants will not be replaced until spring.

Three trees will be planted in the fall. Sue will talk to her daughter-in-law for recommendations, i.e., 6 “ diameter, at least; native, good canopy, fast growing, clean, no extra watering needed.

**Old Business:**

Payroll postponed to Sept.

Logo vs. graphic design - Maria presented 4 logo options and one was tentatively agreed upon, but with a change in font.

Cable Board Grant - Teresa says this will show up as revenue.

**Librarian’s Report:**

Comments about the elimination of fines - the feedback has been positive.

Teresa applied for a leadership academy through UM and the Library of Michigan, for small and rural libraries. One topic is rethinking your summer reading program and another is strategic planning. This will help us plan for our next step to see what else the community may want.

She and/or Florence will also attend a conference in the fall.

Annual review for director due Aug. 26.

**New Business:**

Maintenance Report -

We are still waiting for the Electrical report.

Grounds Maintenance: We are waiting for the Gardener (Marek Robenek) to show up to do a clean up. Robin will speak with him about getting him on a maintenance schedule.

Painting and basement clean up are next in the plan for maintenance. Teresa is also concerned that some shingles are coming up and asked that Dean get on the roof and look.

**New Business:**

Donation policy: Judy presented the policy for review. She spoke about the monetary donation section and the question of plaques for those who donate above $500. Maria will work on the plaques.

Round up- Judy suggested a board member be the contact person for any concerns about Round Up and the parade. It was suggested that Mira would be appropriate for the job. Staff will be told to refer all questions to Mira.

**New Business:**

No new business.

Meeting adjourned at 8:15 pm.

Next meeting is Sept. 12.

Respectfully submitted by Robin Rosen