

WHITE LAKE COMMUNITY LIBRARY
Board of Trustees Regular Meeting Minutes
January 23, 2019

Mission Statement

The White Lake Community Library, as a cultural destination, will lead the community to the world's information and ideas and be the link for enrichment, entertainment, and life-long learning.

Present: Donna VanGeison, Sally Schwartz, Annlyn McKenzie, Brian Hosticka, Ruth Grenell, Lynnette Johnson and Melissa Martin

Absent: Charles Ayres

Staff present: Virginia DeMumbrum, Pam Osborn and Renee Bolde

1. Call to Order/Pledge: President McKenzie called the meeting at 5:15.

2. Installation of New Board Member, Melissa Martin

3. Approval of the Agenda: Ruth moved to approve agenda, Sally seconded.
Motion carried.

4. Approval of Minutes: Ruth moved to approve minutes from December 19, 2018 Public Hearing on 2019 budgets meeting, seconded by Brian. Motion carried.
Sally moved to approve minutes from December 19, 2018 regular board meeting, Lynnette seconded.
Motion carried.

5. Treasurer's Report and Approval of Financial Statements

The revenue and expense statement for operations show that for the month of December we were at \$382,096.00 or 100% of budget for revenue and \$371,808.00 or 98% for expenses, leaving a current bottom line of \$10,288.00.

Sally moved to approve Treasurer's report and Ruth seconded,
Motion carried.

Brian moved and Ruth seconded to approve financial statements.

Motion carried.

6. Approval of Bills to be Paid

Bills for the month of December were \$15,652.40. Sally moved to approve bills and Brian seconded.
Motion carried.

7. Reports:

a. **Director's Report:**

See Director's Report separate

b. **Policy/Personnel Committee:**

1) Sub-Committee for Strategic Goals (Annlyn, Sally) will meet to discuss adding another column to address measurement of goals

c. **Finance Committee:**

1). Wage and hours adjustments for staff

Overall increase to payroll expense in 2019 budget = \$5,789

Keyholders all at minimum \$12/hr.

Increased hours for Pam, Beth and Renee

Percent of revenue will be raised from 63.34% to 64.84%, which is still well below the guideline of not more than 70%.

Moved by Sally and seconded by Ruth to have overall increase to payroll expense in 2019 budget of \$5,789

Motion Carried

d. Government Liaison Committee: Brian researched how TIFA works. What we have been getting out of TIFA is not as much as we have put in. We have submitted a letter that we will opt out for future cycle.

e. Board Development Committee: We have a full Board at this time.

8. Unfinished Business: None

9. New Business: President McKenzie will present a slate of officers for March 2019 election at the February board meeting.

10. Correspondence:

Muskegon Community Foundation is providing a Webinar on January 30th about fund-raising. Virginia is considering going.

11. Public Comment:

None

12. Adjournment: Ruth moved and Brian seconded to adjourn.

President McKenzie adjourned the meeting at 6:00

Respectfully submitted,

Sally Schwartz, Secretary January 23, 2019