

Brighton Memorial Library District
Board of Trustees
Minutes from May 9, 2019

Roll Call & Pledge: The monthly meeting was called to order at 6:32 p.m. by Board President Carolyn Kelly at the Brighton Memorial Library District. Board members present were Meridel Buscher, Linda Cox, Chris Dunlap, Carolyn Kelly, Sheila Wilkie and Jacinda Dunlap. Library Director Holly Hasquin was also present. Elizabeth Harper was absent.

Recognition of visitors: None

Approval of Minutes: A motion to approve the April 11, 2019 meeting minutes with a correction to Treasurer's Report (Correction: Treasurer's Report - Quick books CAN be purchased, versus will be purchased) was made by Sheila Wilkie and seconded by Chris Dunlap. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes, J.Dunlap: yes; Harper: absent; Kelly: yes; Wilkie: yes.

Treasurer's Report:

- Transfer from PayPal to bank account has been made.
- Donations for Teen Trivia/Summer Reading were logged under Book Sales/Miscellaneous.
- Monthly bills total \$7524.39; Unemployment is quarterly and due in April, Laserware is quarterly but it has been coming out the last three months, due to past issues with payments being received.
- QuickBooks update: Current program \$1100 yearly. Sheila also uses another program due in July, for payroll. QuickBooks is due May 12th. Sheila spoke with rep at Tech Soup. Learned she uses about 10% of the current system; rep recommended a new program; QuickBooks Simple Start. This is a cloud based online subscription, one user, two accountants, works on iPhone and can import data from excel, estimates 20 business reports, tracks sales, customer center, reports, payroll, can be added later and has the ability to download transactions. Price is \$443.20 total for program with payroll, as opposed to \$1100. Support included. Previous support was \$300-\$400 alone.
- A motion was made to approve bills in the amount of \$7524.39 for April 2019 was made by C. Dunlap and seconded by Linda Cox. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes, J. Dunlap: yes; Harper: absent; Kelly: yes; Wilkie: yes.
- A motion to accept the financial report was made by Linda Cox and seconded by Meridel Buscher. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes; J. Dunlap: yes; Harper: absent; Kelly: yes; Wilkie: yes.
- A motion to purchase QuickBooks Simple Start plus Payroll was made by Sheila Wilkie and seconded by C. Dunlap. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes; J. Dunlap: yes; Harper: absent; Kelly: yes; Wilkie: yes.

Librarians Report:

- Attendance for April increased and May has decreased.
- 4 adult programs; Adult Crafting on Mondays, and \$10 Craft Night (Friday, May 10, 2019) - 8 people showed up for the last Craft Night. Started a Book Club meeting on May 15th at 10 a.m. Discussing the book, *The Three Ms. Margarets*. Attendance is low.
- Teen Trivia - 22 kids attended - 7 total youth programs; Thursday Storytime, Saturday craft beginning of the month, Mother's Day Cards this Saturday. Legos Night before Easter, no one attended. The two offsite; Robing's Manor- Becky is attending and enjoying it.
- Summer Reading Program - Kickoff is June 1st. Awaiting a flier; temporary one onsite. In January Holly sent out requests for donations to several companies in the area to use as prizes for Summer Reading incentives. Fundraiser proposed; book bingo and/or basket raffle. Held Book Bingo: went over very well and was requested again. Will have basket raffle fundraiser and Jacinda will assist with acquiring some donations. Setup baskets at Farmers Market, Betsy Ann Picnic and for display & ticket purchase at library.
- Building issues: Pest control needed, bugs in building. Sink in the kitchen is leaking, faucet has continuous drip. Carpet cleaning - received postcard for reminder to have carpet cleaned.
- Carolyn Kelly reported that Chris Dowdy has 20-25 chairs metal chairs that belong to the library and 2 bookshelves. Carolyn will ask Chris for about 5 chairs for extras, go ahead and sell the rest. Sheila will check her storage to see if she can hold the bookshelves in her garage versus a storage shed. Sheila will follow up with Chris.

- Holly applied for grants, one awarded at \$500 for sensory story time and special needs. Other grant for DG (Summer Reading Program) for \$2,000, not received. Applying for another grant in conjunction with the High School for digital technology. If awarded would like to purchase a cricket machine, doubles as a makers space, \$1,000.
- A motion to accept the Librarians report was made by Meridel Buscher and seconded by Sheila Wilke. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes; J. Dunlap: yes; Harper: absent; Kelly: yes; Wilkie: yes.

Correspondence:

Contacted by Betsy Ann Picnic Association; bingo volunteers needed June 14-15, 2019- 18 or over requirement. Holly; June 14th 7-9 p.m., Carolyn; June 14th 7-9 p.m., Chris/Jacinda; June 15th 9p-11p, Linda; June 15th 7-9 p.m.

Old Business:

- Training- Holly is going to training on May 11, 2019. Also, Revamping Your Library in June.
- Sesquicentennial Parade Update- Becky Huebner is donating a truck and a trailer. Sheila and Linda offered to be walkers. Theme is older woman in oversized rocking chair reading a book to kids. July 2nd Parade Meeting. Dates for decorating to be determined. 4 wheel walkers, required.
- OMA/FOIA – Sheila Wilke and Linda Cox are finished; need to print certificate. Chris and Jacinda Dunlap have completed, certificates turned in tonight. Carolyn Kelly will complete very soon.

New Business:

- RB Digital Annual and Share Cloud Library Annual Agreement is due – RB Digital is software for magazines and e audio books, \$500.26 yearly. Not very utilized by patrons. A motion to discontinue use and to NOT RENEW RB Digital and to RENEW Share Cloud Library Annual Agreement was made by C. Dunlap and seconded by Sheila Wilkie. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes; J. Dunlap: yes; Harper: absent; Kelly: yes; Wilkie: yes.
- Discussion about some challenges faced at the library. Patrons are reporting fines that they shouldn't have, noticing books not checked out or back in. Holly asked for suggestions. Board suggested review of guidelines and responsibilities to include evaluations of all employees.

Recap: All Members present identified tasks they were committed to complete.

Date/Time of Next Meeting: June 13, 2019 at 6:30 p.m.

Adjournment: Motion made at 8:42 p.m. by Meridel Buscher

Respectfully submitted by: Jacinda Dunlap, Secretary