**Beaver Island District Library**

**Board of Trustees**

**Public Hearing and**

**Special Meeting Minutes**

**March 28, 2019**

Present: Fiegen (2022), Foli (2020), Lyle (2022), Mitchell (2020), Randall (2022), Rehkopf (2020), Smith (2020)

Absent: Tidmore (2022)

Other: McGinnity, Speck

1. **Budget Hearing called to order by Lyle at 9:02 am.**

McGinnity went through the budget proposal submitted by the Budget Committee. There was discussion of the rationale behind certain line items.

* Donations were set at $2500 as we have consistently brought in four to five times more than the $1000 we have been budgeting. This should bring our projected revenue closer to what we actually bring in in the coming year.
* Other Revenues were reduced to $9000 to bring it more in line with what we actually brought in last year.
* Collection Development was increases by $1500 over last year to account for the content purchase portion of the annual Overdrive invoice.
* Bookkeeping was set at $3500, as last year’s overage was due to additional hours spend facilitating the audit, which we do not have this year.
* Office supplies were increased slightly to account for the added cost of supplying toner for the color printer, though enough toner was purchased last year to make it unlikely that more will be needed in the coming fiscal year.
* Professional fees were reduced back down to the “non-audit” year level.
* $3500 included in Repairs Maintenance and Building Supplies to update both restrooms.
* Utilities were increased over last year to account for added propane usage from the fireplace.
* No capital expenditures planned for the year, but $1000 in category as a contingency.

It was noted that the figures in the Budget 2018-2019 column of the proposal would change when the Board approved end-of-year budget amendments for the past year, but that it would have no effect on the proposal for the coming year. No further discussion. No public in attendance to comment.

1. **Budget Hearing closed by Lyle at 9:23 am.**
2. **Special Meeting called to order by Lyle at 9:24 am.**
3. **Changes or additions to agenda: None**
4. **Public Comment**: None
5. **Approval of Minutes**: It was noted that the word “None” should be inserted after New Business. Motion to approve minutes of the February 21, 2019 regular meeting as amended proposed by Fiegen, Rehkopf seconded—motion carried.
6. **Financial Report**: A motion to approve bills paid for February 2019 proposed by Fiegen, Smith seconded—motion carried.
7. **Director’s Report**: McGinnity went through the usage statistics for February, noting that patron counts were down slightly over last year, while circulation numbers still showed an increase over last year.
8. **Old Business**:
	1. Policy Updates

McGinnity explained that the Policy Committee had met for several hours and went over all existing policies line by line, as well as considering several new policies that would fill in gaps in our current policy. In some cases the old policy was revised and edited, and in others a new policy has been proposed to replace the old entirely, in most cases because there was not enough to work with in the existing policy and it was more efficient to start with a more robust document (from another library, for instance) and pare it down to what we really need.

The Board went through the packet of proposed policy updates, which included the following (amendments to the proposals agreed on by the Board are indicated in brackets):

* Capitalization [*$1000 threshold set for inclusion of individual items*]
* Collection Development
* Conflict of Interest
* Facilities and Equipment
* General Use and Circulation
* Medical Injuries and Emergencies [*Strike “or oddity that does not involve injury” from first sentence; Addition of row at bottom of table: “Witnesses:”; addition of “Or responsible adult” after “signature of injured person” at the bottom right.*]
* Personnel [*Typo Paid Personal Time paragraph 1 “bya” space added.*]
* Solicitation and Display
* Unattended Children [*Addition of numerals in parentheses after numbers*]

A motion to approve all proposed policy updates and new policies included in policies packet, as amended, proposed by Smith, Foli seconded—motion carried.

1. **New Business:**
	1. FY 2018-2019 End-of-year Budget Amendments

**Budget lines to be amended: Amended value:**

Collection Development 11,400

Bookkeeping 4210

Office Supplies 3050

Professional Fees 5795

Repairs & Maintenance, Building Supplies 6725

Cleaning Contract 4075

Technology 7250

Utilities 9000

Capital Outlay 4600

Other Expenditures 1380

A motion to adopt proposed amendments to FY 2018-2019 Budget proposed by Fiegen, Smith seconded—motion carried.

* 1. FY 2019-2020 Budget Resolution:

**BEAVER ISLAND DISTRICT LIBRARY**

At a regular meeting of the Board (the “Board”) of the Beaver Island District Library (the “Library”), held at the Library on Thursday, March 28, 2019, at 9:00 a.m.

PRESENT: Fiegen, Foli, Lyle, Mitchell, Randall, Rehkopf, Smith,

ABSENT: Tidmore

The following preamble and resolution were offered by Member Sally Rehkopf and supported by Member John Fiegen:

**RESOLUTION TO ADOPT 2019-2020 BUDGET AND**

**CERTIFY 2018 TAX LEVY**

 WHEREAS, the Beaver Island District Library is a district library duly constituted under Act 24 of the Michigan Public Acts of 1989, as amended (“Act 24”); and

 WHEREAS, pursuant to Act 24, the Board is authorized to levy a tax upon all taxable property within the Beaver Island District Library district (the “District”) provided that the districtwide tax is authorized by the electors of the District; and

 WHEREAS, on November 5, 2015, the electors of the District authorized the Board to levy a districtwide property tax in an amount not to exceed .96864 mills for a period of four (4) years, 2015 through 2019, inclusive, to provide funds for Library purposes; and

 WHEREAS, pursuant to the Uniform Budgeting and Accounting Act, Act No. 43 of the Public Acts of the Second Extra Session of 1963, as amended (“Uniform Budgeting and Accounting Act”), the Board has, following the required public notice, conducted a public hearing on its proposed 2019-2020 budget; and

 WHEREAS, the Board has determined it will approve the 2019-2020 budget in the total amount of $138,295 as set forth in Exhibit A; and

 WHEREAS, based upon estimated revenue and budget projections, the Board has determined that it will levy a districtwide operating tax in the amount of .9864 mills to be collected with the December 1, 2018 tax levy.

 NOW, THEREFORE, BE IT RESOLVED by the Board:

 1. The Board hereby certifies that the electors of the District approved an annual tax rate of .9864 mills ($.9864 per $1,000 of taxable value) at an election held on November 5, 2015.

 2. The Board hereby approves and adopts the 2019-2020 budget in the total amount of $138,295 (on file with the Secretary) as its general appropriations act pursuant to the Uniform Budgeting and Accounting Act.

3. The Board appropriates the following sums to defray expenses and meet liabilities for fiscal year 2019-2020 for District Library purposes based on the statement of estimated revenues, all as set forth below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BUDGET 2018-2019** | **Estimated End of Year** | **PROPOSED BUDGET 2019-2020** |
|  |  |  |  |
| **BALANCE FORWARD**  | 153,847 | 153,847 | 143,841 |
|  |  |  |  |
| **REVENUES** |  |  |  |
|  |  |  |  |
| Peaine Twp. Prop. Tax | 66,077 | 66,079 | **66,613** |
| St. James Twp. Prop. Tax | 47,321 | 47,388 | **47,879** |
| Interest Income | 65 | 34 | **65** |
| Donations | 1,000 | 5,854 | **2,500** |
| State Aid | 425 | 482 | **425** |
| Penal Fines | 2,000 | 2,381 | **2,000** |
| Other Revenues | 10,000 | 9,237 | **9,000** |
| **TOTAL REVENUES** | **126,888** | **131,455** | **128,482** |
|  |  |  |  |
| **TOTAL AVAILABLE** | **280,735** | **285,302** | **272,323** |
|  |  |  |  |
|  | **BUDGET 2018-2019** | **Estimated End of Year** | **Proposed 2018-2019** |
|  |  |  |  |
|  |  |  |  |
| **EXPENDITURES** |  |  |  |
| Salaries & Wages | 66,500 | 64,641 | **66,600** |
| Benefits | 6,780 | 6,780 | **6,780** |
| Payroll Taxes | 5,600 | 5,179 | **5,615** |
| Collection Development | 11,400 | 11,330 | **11,500** |
| Bookkeeping | 4,210 | 4,210 | **3,500** |
| Insurance | 4,600 | 2,980 | **3,000** |
| Office Supplies | 3,050 | 3,025 | **2,000** |
| Professional Fees | 5,795 | 5,795 | **2,000** |
| Repairs & Maintenance, Building Supplies | 6,725 | 6,716 | **8,500** |
| Cleaning Contract | 4,075 | 4,063 | **4,000** |
| Subscriptions | 1,500 | 1,172 | **1,300** |
| Marketing & Public Relations | 1,200 | 0 | **500** |
| Technology | 7,250 | 7,223 | **6,500** |
| Telephone | NA | NA |  |
| Travel | 1,000 | 0 | **1,000** |
| Utilities | 9,000 | 8,975 | **9,000** |
| Programming | 4,000 | 3,402 | **4,000** |
| Capital Outlay | 4,600 | 4,594 | **1,000** |
| Other Expenditures | 1,380 | 1,376 | **800** |
| **TOTAL EXPENDITURES** | **148,665** | **141,461** | **137,595** |
|  |  |  |  |
| **ENDING BALANCE** | **132,070** | **143,841** | **134,728** |
|  |  |  |  |
| **ADDITIONAL FUNDS:** |  |  |  |
| CERTIFICATES OF DEPOSIT (1) | 6,553.35 |  |  |
| PASSBOOK SAVINGS | 25,501.53 |  |  |
| CCCF BUILDING FUND | 30,432.67 |  |  |

4. Pursuant to Act 24, the Board hereby levies on December 1, 2018, a property tax upon all real and tangible personal property within the District in the amount of .9864 mills ($.9864 per $1,000) on the taxable valuation of such property to provide funds for District Library purposes.

5. The Board hereby certifies that the operating millage to be levied on all taxable property in the District has been reduced, if necessary, to comply with Headlee, MCL 211.34d, and the Truth-in-Taxation Act, MCL 211.24e.

8. The Chairperson and Secretary of the Library Board are hereby authorized and directed to provide a certified copy of this Resolution and the 2019 Tax Rate Request on Michigan Department of Treasury Form L-4029 to the Charlevoix County Clerk, the Charlevoix County Equalization Department, and to the clerk of each township included in the District.

ADOPTED this 28th day of March, 2019.

YEAS: Foli, Fiegen, Lyle, Mitchell, Randall, Rehkopf, Smith

NAYS: None

**CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of the Beaver Island District Library, County of Charlevoix, State of Michigan, at a regular meeting held on March 28th, 2019, the original of which is on file at the library and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Michigan Public Acts of 1976, including in the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.

Dated: March 28, 2019

 Kathy Tidmore, Secretary

 \*McGinnity to coordinate with Tidmore to have Resolution certified.

1. **Correspondence:** None
2. **Public Comment**: None

**Meeting adjourned 10:28 am.**

Next regular meeting:

**9:00 am, April 18th, 2019.**

-*Respectfully submitted by Patrick S. McGinnity, Director*