

Gary Byker Memorial Library of Hudsonville

Library Advisory Board Meeting

April 21, 2015

MINUTES

Call to order

The meeting was called to order by Arlen Dykema at 7:05 pm. Those present were John Blom, Arlen Dykema, Laura Fox, Don Williams, and Melissa Huisman.

Two items were added to the agenda: Endowment Fund and Self-checkouts.

Board Minutes

--Jan. 20, 2015

A motion was made by Fox and supported by Blom to approve the minutes from the January 20, 2015 meeting. The motion carried.

Financial Reports

--City & Internal

The City Expenditure/Revenue Report through March was reviewed, as well as the Library's internal report from January through March, 2015.

Communications

-- Directors' Report

The Library Director's report for April, 2015 was reviewed.

New Business

-- Fines & Fees FY 15/16

Three changes were made to the Fines & Fees Schedule for Fiscal Year 2015/2016. Scan to email charges will be \$1 for the first page and .15 for any subsequent pages. This is the same as the fax charges as it is the same process. Similarly, scanning to print will be changed to .15 per page. The fee to scan in color has been removed, as it is subject to which staff members are on duty and therefore, not always available. A motion was made by Blom and supported by Fox to approve these changes. The motion carried.

-- Review Budget FY 15/16

The budget for FY 15/16 was reviewed. It was noted that with the increased hours and the increased materials budget, the library would be using some of its fund balance. Fund Balance at this moment stands at \$148,332.30.

There was discussion about funding for the library in the next few years. Fund balance will be used in FY 15/16 and FY 16/17. In FY 17/18 there may be additional funds that can be allocated to operating costs – and the fund balance can begin to be replenished. The need for some fund balance dedicated to capital improvements was also noted.

Endowment

Dykema will be in touch with the city treasurer regarding the CD's – how much they are for and when they come due.

Other

-- *Self-checkout*

Bibliotheca has offered to sell a demonstration model to the library at a reduced price – as a thank you for hosting the vendor day. It is one of the top products and has more features than we normally would have been able to afford. While the machine was not budgeted, the Library Board would like to accept the offer and find a way to pay for it. A motion was made by Fox and supported by Blom recommending that the purchase be made. The motion carried.

Next Meeting

Our next meeting will be on July 21 at 7 pm.

Adjournment

The meeting adjourned at 8:30 pm.

MH 4/22/15