

1 Committee to Establish Goodland Township Library  
2 August 8, 2013  
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4 Present: Bruce Rubenstein, Dan Fifield, Vicki Marr, Amy Nolin, Carol Kirchoff, John Pettypool,  
5 Vicki Lynne McTaggart, Brianna Robberstad, Xander Nolin  
6

7 Chair Rubenstein called the meeting to order at 7:00 p.m.  
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9 The purpose of this meeting is to discuss strategies and needs of the Committee.  
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11 Agenda—was declared adopted by the Chair.  
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13 Minutes—corrected the date to July 25, 2013 and corrected the spelling of Vicki Lynne McTaggart.  
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15 **Motion** by Fifield, seconded by Kirchoff, to approve the minutes of July 25, 2013 as corrected.  
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17 **MOTION CARRIED.**

18 Chairman's Remarks—Rubenstein thanked those for helping with the successful passage of the library  
19 millage. A special mention was given to the Girl Scouts. Their assistance was instrumental. A  
20 preliminary budget has been drafted and will be looked over by the Treasurer and Chair before being  
21 distributed to the Committee. Rubenstein also reported that the election results have been certified by  
22 the County Board of Canvassers.

23 Treasurer's Report—Marr reported on the balance of the checking account.  
24

25 New Business

26 Interim Director—there was discussion about recommendations to the Township Board for an Interim  
27 Library Director.

28 **Motion** by Rubenstein, seconded by Fifield, to recommend Carol Kirchoff to the Township Board for  
29 appointment as Interim Library Director.

30 **MOTION CARRIED**, by acclamation.  
31

32 Old Business

33 Job Description(s)—need to be developed for Library Director and any other positions.

34 Meeting Schedule—it was the consensus to meet bimonthly on the 2<sup>nd</sup> & 4<sup>th</sup> Thursdays of each month,  
35 for the time being.

36 Hours of Operation—pre-election discussion was to try to have the library open 20 or more hours per  
37 week. It was the consensus to start with the following hours: Monday from 2:00 p.m. until 7:00  
38 p.m.; Wednesday & Friday from 8:00 a.m. until 1:00 p.m. and Saturday from 10:00 a.m. until  
39 3:00 p.m. Usage of the library may necessitate changes in hours in the future.

40 Cataloging—a computer and printer for the Librarian is an immediate need.

41 Marie Dahn Bequest—money is still available for the items specified in the bequest. Township Clerk  
42 Roy has further information.

43 Correspondence—a letter was received from the Director of the Almont library. She offered her  
44 congratulations on the millage passing and offered help in any way she can.

45 Library Cooperative—Kirchoff has contacted the Cooperative for information and pricing.

1 Mission Statement, Vision Statement, & By-laws—Kirchoff presented options to Rubenstein. They will  
2 work together to provide a recommendation to the Board.  
3 Rules & Regulations—Kirchoff & Rubenstein will work together to provide a recommendation to the  
4 Board.  
5 Collections Subcommittee—will need to be developed in the near future.  
6 Maintenance of Building—minor, general care can be provided by the Librarian. Additional services  
7 will need to be provided on a routine basis.  
8 Letterhead/Stationery—Fifield will ask Julie Fifield to develop a simple logo for use.  
9 Opening—it was the consensus to schedule the opening day on Monday, September 16, 2013. A Grand  
10 Opening will be scheduled in October, if possible, with appropriate supporters and Legislators.  
11 Plaques—Rubenstein requested Nolin to obtain information on memorial/recognition plaques for Marie  
12 Tucker Dahn & Mavis Roy.  
13 Furniture—tables, chairs, etc. need to be slowly acquired.  
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15 Next meeting is scheduled for Thursday, August 22, 2013  
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17 Meeting adjourned at 8:20 p.m.  
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19 These minutes are correct to the best of my knowledge.  
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Bruce Rubenstein, Chair

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Amy Nolin, Secretary