

**Chelsea District Library Board of Trustees
Minutes of Regular Meeting**

Tuesday, March 17, 2009 6:45 p.m.
Meeting Location: McKune Meeting Room

Trustees in Attendance: Lynn Fox, President; Dawn Caplis, Vice-President; Kathy Frisinger, Secretary; Kristin van Reesema, Treasurer; Gary Zenz, Trustee; Mary Budzinski, Trustee; Linda Ballard, Interim Director.

Trustees Absent: Kate McAuliffe, Trustee, with notice.

Guests: R. Andrews, Head of Technology

Staff: T. Lancaster.

Welcome and Call to Order

L. Fox called the meeting to order at 6:55 p.m.

Agenda Review and Additions

1. Change the order of the meeting and have R. Andrews go over the new website as a guest.
2. Action – Troll
3. Discussion - Gun Free Zone
4. Action - Interim Director Contract

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by G. Zenz, SECONDED by K. Frisinger to approve the minutes of the February 17, 2009 Closed Board Meeting. MOTION PASSED UNANIMOUSLY.

MOTION made by M. Budzinski, SECONDED by D. Caplis to approve the minutes of the March 3, 2009 Special Board Meeting. **Correction: K. van Reesema was not in attendance.** MOTION PASSED UNANIMOUSLY as amended.

MOTION made by M. Budzinski, SECONDED by K. Frisinger to accept the General Fund Operational checks. Discussion: Kapnick – there is no check number and the amount is 0. MOTION PASSED UNANIMOUSLY.

Director's Report:

No additions to the Director Report.

Public Comment

None

Guest: R. Andrews went over the new website design and the changes that will be implemented. Approximate cost for some of the components are: Power search, \$2,500.00, Interactive calendar, \$795.00, Website hosting fee, \$100.00. The board has agreed that the minutes and director report only need to go back 2 years plus the current and only the current agenda. We will receive better statistics with the new site. G. Zenz asked if we could have a virtual tour of

the library on the website. Ron explained that would cost a lot and we could look at it later. Will patrons be able to make donations on line? We would have to have more security for this to happen. R. Andrews expects to have a beta version for the board to look at in May or June.

Communications

None

Action Item #1 – Acceptance of Donations

MOTION made by K. Frisinger, SECONDED by G. Zenz to approve the presented donations of \$1,500.00 and addition to the 2009 budget. Discussion: Linda will find out exactly how the Friends wish to be acknowledged for donations. MOTION PASSED UNANIMOUSLY.

Action Item #2 – Library Records Retention Policy

MOTION made by K. Frisinger, SECONDED by D. Caplis to approve the presented Governance policy #161. Discussion: The state does not notify the public when the different schedules are updated, but they let groups like MLA know and MLA will email members that changes have been made. MOTION PASSED UNANIMOUSLY.

Action Item #3 – Signatory for Banking

MOTION made by M. Budzinski, SECONDED by K. van Reesema to approve Linda Ballard as a signatory to the library accounts at Chelsea State Bank. MOTION PASSED UNANIMOUSLY.

Action Item #4 – Funds Transfer from General to 2009 Budget

MOTION made by K. van Reesema, SECONDED by M. Budzinski to approve the transfer of donated funds toward the walnut benches in the amount of \$3,764.00 from the General Fund and addition to the 2009 budget. Discussion: L. Ballard reported that the cost of the 7th bench would be \$700.00 and we had received \$140.00 over from the Belser donation, so an extra \$560.00 would need to be added to the amount originally requested. MOTION PASSED UNANIMOUSLY.

Action Item #5 – Purchase of Troll

MOTION made by G. Zenz, SECONDED by K. van Reesema to approve the purchase of a chainsaw Troll for the window well. Discussion: The board would like to find donations for the \$800.00 cost of the Troll. MOTION WAS OPPOSED.

Action Item #6 – Purchase of Troll

MOTION made by M. Budzinski, SECONDED by K. van Reesema to have L. Ballard approach the Friends for a donation of \$800.00 to purchase of the chainsaw Troll for the window well. MOTION PASSED UNANIMOUSLY.

Discussion Item #1: 2009 Board Retreat – Follow up

K. Persello, Head of Youth/Teen services would like to see some goals for her department. The board will look at Express Creativity and Create Young Readers as possibilities at the next Board meeting. After a final decision is made L. Ballard will have the website changed to reflect the 2009 goals.

Discussion Item #2: Merkel Update

G. Zenz has not heard back from Mr. Merkel in regards to resolving the water problem in the Merkel store basement.

Discussion Item #3: Website Design

This was moved to the beginning of the meeting.

Discussion Item #4: Executive Search Consultant

The Personnel Committee met with Robert Raz of Hartzell-Mika Consulting and the recommendation from the Committee is to sign a contract with them to perform our Director search. G. Zenz would like the Board to bring to the next meeting ideas for updating the profile of the library and the Board's expectations for the library.

MOTION made by G. Zenz, SECONDED by K. Frisinger to contracting Hartzell-Mika to an action item. MOTION PASSED UNANIMOUSLY.

Action Item #7 – Hiring of Hartzell-Mika Consulting

MOTION made by G. Zenz, SECONDED by K. Frisinger that on the recommendation of the Personnel Committee the library sign a contract with Hartzell-Mika Consulting to conduct the search for the Director with the cost not to exceed \$18,000.00. This will include services tier I and II of their proposal and the additional cost for travel and advertising. Discussion: L. Ballard will sign the contract for the library. MOTION PASSED UNANIMOUSLY.

Discussion Item #5: Gun Free Zone

K. McAuliffe and L. Fox attend a meeting with Rep. Pam Byrnes regarding libraries not being included in the original Gun Free Zone bill, passed by the Michigan legislature. Rep. Matt Lori has introduced House Bill #4334 to amend 1927 PA 372 to remove the gun free zones. L. Fox has suggested that the board start contacting local governments, the school district and the police department for their help with preparing a local ordinance that makes the Library a Gun Free Zone.

Reports

Policy Committee – Will meet this Friday, March 20th.

Building Committee – The committee has not heard back from the Fallen Hero's group. The group wanted to take back our suggestions for the placement of the benches to their whole group and they will attend the next Building committee meeting. M. Budzinski said it sounded like they were leaning toward putting them on either side of the sidewalk coming up from Main Street. The cost for the pergola design was \$1,795.00 and a deposit was paid. The balance will be paid when we receive the construction drawings.

Finance Committee – The committee met today to get an update on the audit, go over the 2010 budget calendar and set a date to meet with the financial advisor from Chelsea State Bank. Next Meeting: April 7, 2009, 6:30 PM, McKune room.

Art Committee – Looking at a couple of projects. It was suggested that if we move the tree near the parking lot that is under the wires to another spot on the grounds that we would have perfect spot to place a piece of sculpture for the planned Sculpture Walk.

Friends – Are happy they have received a wish list from the library.

DDA – K. van Reesema attended the February 18th meeting. Some of the items the DDA are working on are: Parking, the Post Office mural is down and they are watching this, keeping

lights in the trees all year long. They are also hoping that the Sounds and Sights will soon be self-sufficient. Upcoming events for the group are Wine Tasting fund raiser, April 27th and auditions for Sounds & Sights, April 20th.

Chamber – None

Rotary – Dave Killips spoke at a recent meeting and the school district will not have any projects ready for federal stimulus money. Correction: Dave Killips did not think any money would make it down to the schools. TML

Personnel Committee – None

175th Anniversary – K. Persello has been attending the meetings. The committee would like to bury another Time Capsule on the library grounds, but they have not approached us yet. They would also like the library to participate in a burial for Mr. Razor. They are asking men to not shave after a certain day, so that they will sport beards for the celebration week.

Public Comment

None

Other Items

None

Adjourn to Close Session:

MOTION made by G. Zenz, SECONDED by D. Caplis to adjourn to close session to discuss Attorney/Client privileged correspondence at 9:00 pm. Roll call vote was taken: M. Budzinski, Yea; K. McAuliffe, absent; G. Zenz, Yea; K. van Reesema, absent; K. Frisinger, Yea; D. Caplis, Yea; L. Fox, Yea. MOTION PASSED UNANIMOUSLY.

MOTION made by G. Zenz, SECONDED by M. Budzinski to return to open session at 9:34 pm. Roll call vote was taken: K. McAuliffe, absent; G. Zenz, Yea; K. van Reesema, absent; K. Frisinger, Yea; D. Caplis, Yea; M. Budzinski, Yea; L. Fox, Yea. MOTION PASSED UNANIMOUSLY/DID NOT PASS.

Adjourn:

MOTION made by K. Frisinger, SECONDED by M. Budzinski to adjourn the meeting at 9:35pm. MOTION PASSED UNANIMOUSLY.

Lynn A. Fox

4/21/09

~~K. Frisinger, Secretary~~

Date

L. Fox, President