

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

Tuesday, February 16, 2010 6:45 p.m.  
Meeting Location: McKune Meeting Room

**Trustees in Attendance:** Gary Zenz, Kristin van Reesema, Kathy Frisinger, Mary Budzinski, Dawn Caplis, Janis Miller, Bill Harmer.

**Trustees Absent:** Lynn Fox.  
A quorum was present.

**Staff:** T. Lancaster, L. Ballard.  
**Guests:** None

**Welcome and Call to Order**  
G. Zenz called the meeting to order at 6:46 p.m.

**Agenda Review and Additions**  
None

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by J. Miller, SECONDED by K. Frisinger to approve the minutes of the January 19, 2010 regular Board Meeting. Discussion: L. Fox also wanted to remind the board that the Performance to Budget report is rounded up or down to the nearest dollar and that the Profit/Loss report is to the penny.  
All Ayes: 6-0

MOTION made by M. Budzinski, SECONDED by J. Miller to accept the General Fund Operational checks for January. Discussion: M. Budzinski, question on 2009 accruals. J. Miller, on the Performance to Budget totals not matching the line item totals paid for the month. L. Ballard suspects that L. Sayers didn't set the dates to end January 31<sup>st</sup>.  
All Ayes: 6-0

**Director's Report:**

Questions from L. Fox regarding the SPARK and Neutral Zone meetings. The SPARKS meeting was a fact finding mission. Neutral Zone, a Teen Center contacted Bill and asked him to visit – the programs here are run by teens, with adult management. B. Harmer met with Bob Lange of Sylvan Township and they talked about doing some programs at the township halls to encourage more township patron participation.

**Public Comment:**

None

**Communications:**

None

**Action Item #1: Acceptance of Donations**

MOTION made by K. Frisinger, SECONDED by D. Caplis to approve the presented donations of \$4,475.00 from January 2010 and additions to the 2010 Budget.

Discussion: The large print donations were made in memory of Janet Fulks. All Ayes: 6-0

**Discussion Item #1: Bonding for library bookkeeper**

Our bookkeeper Linda Sayers is not bonded. This was brought to our attention by our insurance rep and also our auditor. The cost runs approx. \$300.00. This would be paid by the bookkeeper.

MOTION made by D. Caplis, SECONDED J. Miller to move the bonding of the bookkeeper to action.

Discussion: None. All Ayes: 6-0

**\*Action Item #2: Bonding for library bookkeeper**

MOTION made by D. Caplis, SECONDED by K. Frisinger to request that the bookkeeper be bonded.

Discussion: None. All Ayes: 6-0

**Discussion Item #2: Survey of Michigan Public Library Trustees**

L. Ballard will fill out the form and turn it in at the FOML meeting on Thursday. The board agreed that this was a good idea.

**Discussion Item #3: Policy Review**

L. Ballard went over the changes to the two policies that were presented. #550 Financial Policies: #5, change the line to read "Two signatures are required on each check over \$100.00" and on #421 Use of Venues and Meeting Spaces to change the names of the Outdoor Amphitheater to "Katie's Korner" and the Outdoor Children's Garden to "Reading Garden". This will move to action next month.

**Discussion Item #4: Determining pay ranges**

In going through the Personnel Policies, L. Fox noted that in policy #103, Compensation it states that the pay ranges are to be presented to the board each February. It is just for information for the board, there are no changes, and no action required.

**Discussion Item #5: Library Investments**

M. Budzinski went over the discussion item to inform the board of the changes in the library investments. No action is needed, this is an operational item.

**Reports –**

**Policy Committee** – The committee is still working on the Personnel Policies.

**Finance Committee** – The next meeting is Thursday, March 18<sup>th</sup>. M. Budzinski and B. Harmer will review the dates for the 2011 budget process.

**Personnel Committee** – K. Frisinger will email the last approved minutes for inclusion in the March board packet to T. Lancaster.

**Art Committee** – The minutes from the December meeting were handed out to the board members.

**Friends of the Library** – The Friends have moved their board meetings to the first Saturday of each month. One project for this year is to work on membership goals for 2010 and some new fundraisers.

**Public and Board Comment**

None.

**Other Items**

G. Zenz reported on Karen Persello and Sara Wedell's presentation to the Rotary club meeting last week for the "Wheels to Reels" Chelsea Reads and what a nice job they did. B. Harmer pointed out the display for the "Read" in the lobby and that WXYZ's website featured the read for a couple of days. The new newsletter includes the lineup for the Literary Walk.

**Adjourn:**

MOTION made by K. van Reesema, SECONDED by M. Budzinski to adjourn the meeting at 7:50 pm.

All Ayes: 6-0

Gary F. Zenz

3/16/2010

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~~Katherine Frisinger, Secretary~~

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Date

Gary F. Zenz, President