

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

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

**Trustees in Attendance:** Gary Zenz, Kristin van Reesema, Lynn Fox, Dawn Caplis; during minutes approval, Janis Miller, Bill Harmer.

**Trustees Absent:** Mary Budzinski and Kathy Frisinger, absent with notice.  
A quorum was present.

**Staff:** T. Lancaster, L. Ballard.

**Guests:** Cynthia Silveri, Jennifer Kundak, Jim Myles.

**Welcome and Call to Order**

G. Zenz called the meeting to order at 6:47 p.m.

**Agenda Review and Additions**

1. Discussion – Funding/Fund Raising Committee
2. Discussion – Social Media Policy

MOTION made by L. Fox, SECONDED by K. van Reesema to approve the additions to the agenda. Discussion: None. All  
Ayes: 4-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by K. van Reesema, SECONDED by J. Miller to approve the minutes of the February 16, 2010 regular Board Meeting. Discussion: None.  
All Ayes: 4-0

MOTION made by L. Fox, SECONDED by J. Miller to approve the minutes of the February 20, 2010 Board Retreat. Discussion: Possible special meeting to review progress on strategic planning.

All Ayes: 5-0

MOTION made by K. van Reesema, SECONDED by J. Miller to accept the General Fund Operational checks for February. Discussion: Split on checks paid with the credit card? B. Harmer will check with Linda Sayers.

All Ayes: 5-0

**Director's Report Update:**

Mr. Rocco Landesman from the National Endowment for the Arts (NEA) will be coming to Chelsea as part of a nationwide Art Works tour. Focus Group meeting for community members

is Wednesday, March 24<sup>th</sup>. B. Harmer is please with those who have committed to attending. The four department heads and Edith Burney will be attending PLA next week. Bill read an email from M. Budzinski regarding the monthly financial reports and how QuickBooks works on 2 different accounting systems. L. Sayers has been using both instead of just 1, so that is why the reports don't always match. The auditor is still schedule to give his report in April.

**Public Comment:**

Jim Myles, owner of Chelsea House Victorian Inn and a member of Preservation Chelsea gave an overview of group's work on getting Chelsea on the National Register of Historic Places. They are using the same area that was presented 10 years ago when they tried to become a Historic District. The NRHP is part of the National Parks Service. They need 51 percent of the owners to agree and they have 90 percent on board. This will help with possible grants to preserve the Longworth/Livery buildings and also keep the State from widening M-52/Main Street without more input from the community. There is no money or requirements on the library's part. Preservation Chelsea is doing all the paperwork. Any building 50 years or older is considered historic.

**WOW Report:**

Cynthia Silveri, new President of the Friends introduced herself to the board. The Friends have scheduled a goal setting meeting on March 28<sup>th</sup>. They are looking for a volunteer to be head of Communication's and also a person to head a new Development position. Cynthia would like to see a growth in the Friend's membership and also in communications to let people know what the Friends do for the library. The Friends book sale made \$1,650.00 this past Saturday. L. Fox brought up the discussion of the Fundraising Committee and that she would like to see CDL board members, Friends board members and staff be a part of this committee.

**Communications:**

None

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

MOTION made by K. van Reesema, SECONDED by L. Fox to approve the presented donations of \$1,600.00 from February 2010 and additions to the 2010 Budget.

Discussion: None.

All Ayes: 5-0

**Action Item #2: Approval of Policies #421 and #550**

MOTION made by J. Miller, SECONDED by K. van Reesema to approve the Policy Committees recommend changes to policies #421 Use of Venues and Meeting Spaces and #550 Financial Policies as presented. Discussion: None.

All Ayes: 5-0

**Discussion Item #1: Community Art Project**

L. Fox gave background about the pergola project. Chelsea Area Wellness Foundation (CWF) has two different grants, a mini grant that is up to \$5,000 or a \$500.00 sponsorship. We will use the pergola design by Scott McElrath.

MOTION made by K. van Reesema, SECONDED by J. Miller to the Community Art Project to Action.

Discussion: None.

All Ayes: 5-0

MOTION made by L. Fox, SECONDED by J. Miller to recommend the board allocate funds not to exceed \$10,000 from Capital Improvement to be spent on a Community Art Project.

Discussion: None.

All Ayes: 5-0

**Discussion Item #2: Policy Review - #430 Rules of Conduct**

L. Fox went over the changes to the policy. This will be move to Action next month.

**Discussion Item #3: Revision of Personnel Policies**

The board was presented with the completed revision of the Personnel Polices. This will be move to

Action next month.

**Discussion Item #4: Fundraising Committee**

L. Fox would like the board to think about a Fundraising Committee that would have members from the CDL board, Friends board and CDL staff.

**Discussion Item #5: Policy Review - #408 Employee Social Media Use**

L. Fox presented this addition to the Personnel policies and why the committee would like it added to

the new Personnel manual. This will be move to Action next month.

**Reports –**

**Policy Committee** – It is recommended that this committee be made an “As needed” committee as the work on the Personnel policies is complete.

**Finance Committee** – Will meet on March 22<sup>nd</sup> at 7:00 pm. M. Budzinski and B. Harmer approved the presented 2011 Budget development calendar, which is at the back of the 2010 Approved budget.

**Personnel Committee** – Met on March 15<sup>th</sup> and made several small changes to the Director Review staff and board forms. K. Frisinger would like to get the completed forms back from staff and board in July due to her being on vacation for 3 weeks in late July/August. The director’s review would be ready for the September board meeting.

**Art Committee** – Pergola discussion already presented earlier in the meeting.

**Friends of the Library** – During WOW report.

**Public and Board Comment**

G. Zenz wanted to know if the MLA Leadership classes would have anything for trustees: no this is for librarians. G. Zenz also wanted to know about purchasing a Civil War DVD for our collection, he should fill out a request form. Jennifer Kundak reported that the Friends are working on the activities for National Library Week which is in April. She also gave her support that the pergola is needed in the Reading Garden to make the area more useful and that she is thinking about attending MLA. B. Harmer would like the board's thoughts on advocacy as part of the strategic plan. L. Fox showed off her certificates for completing her online classes in grant writing.

**Other Items**

None

**Adjourn:**

MOTION made by K. van Reesema, SECONDED by L. Fox to adjourn the meeting at 8:37 pm.

All Ayes: 5-0

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Gary Zenz, President