

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

Tuesday, April 20, 2010 6:45 p.m.
Meeting Location: McKune Meeting Room

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

Trustees Absent:

A quorum was present.

Staff: T. Lancaster, L. Ballard.

Guests: L. Sayers; David Fisher, Rehmann Robson.

Welcome and Call to Order

G. Zenz called the meeting to order at 6:45 p.m.

Agenda Review and Additions

None

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by J. Miller, SECONDED by L. Fox to approve the minutes of the March 16, 2010 Board Meeting with a friendly amendment by G. Zenz to correct Action Item #1 – Donations. Account numbers for the study hall donation should be 674.111 and 884.920.

Discussion: L. Fox had her certificate for completion of Trustee Education.

All Ayes: 6-0

MOTION made by K. Frisinger, SECONDED by K. van Reesema to accept the General Fund Operational checks for March.

Discussion: None

All Ayes: 6-0

Director's Report Update:

B. Harmer gave a presentation to the Sylvan Township board. An Accessibility Focus Group has been put together with their first meeting on Monday, April 26th. K. van Reesema would like to add the libraries endowment with the SE Michigan Community Foundation to the financials. The Staff in-service will be Friday, April 23rd and the library will be closed.

Public Comment:

None

Audit Presentation: David Fisher from Rehmann Robson

Mr. Fisher gave a quick overview of the 2009 audit and stated that it was a “clean” audit. There was a question regarding CD/Bond interest income and where it appears in the audit. The library has approximately 7.5 months of expenses in reserve. The board requested that the capital equipment depreciation schedule be kept at the library.

Communications:

None

Action Item #1: Acceptance of Donations

MOTION made by K. Frisinger, SECONDED by J. Miller to approve donations in the amount of \$5,075.00 from March 2010.

Discussion: G. Zenz expressed amazement at the Friends support of the library. All Ayes: 7-0

Action Item #2: Approval of Personnel Policies

MOTION made by L. Fox, SECONDED by J. Miller to approve the Personnel Policies as recommend by the Policy committee.

Discussion: G. Zenz commended the Policy committee and L. Ballard for their work on this project. All Ayes: 7-0

Action Item #3: Policy Approval- #430 Rules of Conduct

MOTION made by J. Miller, SECONDED by L. Fox to approve the Rules of Conduct Policy as recommend by the Policy committee.

Discussion: M. Budzinski asked for clarification on the changes. All Ayes: 7-0

Action Item #4: Policy Approval - #408 Employee Social Media Use addition to the Personnel Policies

MOTION made by J. Miller, SECONDED by L. Fox to approve the Employee Social Media Use Policy, an addition to the Personnel Policies as recommend by the Policy committee.

Discussion: None. All Ayes: 7-0

Action Item #5: Approval of the 2009 Audit

MOTION made by K. Frisinger, SECONDED by M. Budzinski to approve the 2009 Audit as presented by David Fisher of the Rehmann Robson accounting firm.

Discussion: With the 2009 audit approved, L. Sayers will place the final 2009 financials in next month's board packet. All Ayes: 7-0

Discussion Item #1: Business cards for Library Trustees

B. Harmer suggested that email addresses on business cards be consistent with the rest of staff (bharmer@chelseadistrictlibrary.org). The advantage is that address will be limited to library business and the public will not have access to private email accounts. The board agreed with this proposal. Ron will set up accounts and provide documentation about how to use the new email.

Discussion Item: Library CD rates

K. van Reesema and M. Budzinski mentioned the library's CDs with Chelsea State Bank. The interest earned on the March CD do not appear anywhere in the CSB documentation. They would like to see all interest earned recorded in a chart so it is easier to track.

Discussion Item #2: Budget Adjustment

A request was made to transfer funds to cover the cost of design, fabrication, and installation of a "Check Out" sign over the circulation desk.

MOTION made by L. Fox, SECONDED by J. Miller to move the presented budget adjustment to action.

Discussion: Board members questioned the high cost of the sign. It is custom work consistent with the signage in the rest of the Library All Ayes: 7-0

Action Item #6: Approval of Capital Budget Adjustment

MOTION made by K. Frisinger, SECONDED by L. Fox to approve the transfer of funds not to exceed \$1,400.00 from the Capital Improvement Fund to 980.100 Capital Furniture and Equipment for the purchase of the “Check Out” sign for the circulation area.

Discussion: None.

All Ayes: 7-0

Discussion Item #3: Expansion of the Library

B. Harmer and L. Ballard shared design plans for a build out of the library’s basement, including a re-imagination of the space on the 1st and 2nd floors.

Reports –

Policy Committee – Will only meet as needed.

Finance Committee – Met March 22nd to go over the audit and cash flow. M. Budzinski created a cash flow chart to show revenue and expenditures. She will also create a new, easy to use spreadsheet for Bill to track investments. Finance will schedule a May meeting.

Personnel Committee – Committee members received updated Staff/Trustee review sheets of the Library Director. Evaluation forms will be distributed in June and due in July. The evaluation of the Director will be completed by the first of August in time for Bill’s annual evaluation in September.

Art Committee – The Library did not receive grant money for the Pergola Project, so they are recommending that the construction date be moved to August or September.

Friends of the Library – B. Harmer and L. Fox attended the Friends’ goal setting meeting on March 28th. Two major goals for the Friends are to grow membership and to develop a new fundraising event. L. Fox would like to see a Fundraising Committee comprised of Friends, Staff, and Board trustees. L. Fox also commented that on some boards, each board member is responsible for fund raising. She would like this to be a discussion item at the May board meeting.

Public and Board Comment

None

Other Items

None

Adjourn:

MOTION made by K. Frisinger, SECONDED by J. Miller to adjourn the meeting at 8:20 pm.

All Ayes: 7-0

Katherine Frisinger

4/20/2010

Katherine Frisinger, Secretary

Date