

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

Tuesday, May 18, 2010 6:45 p.m.  
Meeting Location: McKune Meeting Room

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

**Trustees Absent:** Dawn Caplis, with notice.

A quorum was present.

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

**Guests:** Kevin Frahm

**Welcome and Call to Order**

G. Zenz called the meeting to order at 6:50 p.m.

**Agenda Review and Additions**

1. Discussion: Review of Policy #420 Signs
2. Discussion: Add June Board meeting as Strategic Planning meeting.

MOTION made by L. Fox, SECONDED by J. Miller to approve the additions to the agenda.

Discussion: None

All Ayes: 6-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by K. van Reesema, SECONDED by M. Budzinski to approve the minutes of the April 20, 2010 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by M. Budzinski, SECONDED by J. Miller to accept the General Fund Operational checks for April. Discussion: Question on Gilbert memorial monies, they went toward maps.

All Ayes: 6-0

**Director's Report Update:**

L. Ballard corrected numbers on her report for the Total Circ for 2009 - 336,938 as opposed to 365,016. K. van Reesema would like to see if SEMCOG has more current population totals for the district. The 2011 budget will be presented to the Finance Committee on June 1. MLA has a new president: Christine Berro, from Portage District Library. B. Harmer is pleased with the information gathered by the Accessibility Focus Group and the building audit provided by Carolyn Grawi, Center for Independent Living. G. Zenz thanked the staff for being proactive on the accessibility issues. Update on disruptive behavior: There were two incidents in a week involving the same person. B. Harmer is meeting with school administrators regarding the problems. Staff is walking thru the building and grounds every 15 minutes between 3:30 -5:30pm to monitor. Management is looking at our Code of Conduct policy, staff training, and other security issues in general. They would like to have all policies and procedures in place by the start of school in the fall. Discussion followed regarding PR to mend the

damage done with the disruptive behavior. B. Harmer gave a speech at the CCA fundraiser last Friday. T. Lancaster will be starting as Circulation Supervisor August 1<sup>st</sup> instead of January 1<sup>st</sup>.

**Public Comment:**

Kevin Frahm attended to observe how our board worked so he could take some ideas back to his board.

**Communications:**

None

**WOW Report – Anna Cangialosi**

A. Cangialosi gave a presentation about marketing and branding the library, stressing importance of consistency in our newsletters, fliers, posters, and all other advertising. Our goal is to identify our programs and services so that it is easily recognizable for the community. Internally, there is a need to reduce clutter at service desks and keep walls, pin boards and display areas crisp/clean looking.

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

MOTION made by K. Frisinger, SECONDED by L. Fox to approve donations in the amount of \$1,150.00 from April 2010. Discussion: The board mentioned again what wonderful support we get from the Friends. All Ayes: 6-0

**Discussion Item #1: Policy #420 Signs**

L. Ballard went over the wording on Policy #420 Signs. Management would like to change policy to state that “All signs must be approved by the library management.” There were questions on the size and adherence to the City sign ordinance.

**Reports –**

**Policy Committee – None**

**Finance Committee – Will have their first 2011 budget meeting on June 1<sup>st</sup>.**

**Personnel Committee – Director performance evaluations are ready and will be sent out to Trustees and Staff the last week of May with a return date of June 30<sup>th</sup>. The committee will meet July 13<sup>th</sup> at 5:30 PM to compile the results and be ready to present to the full board at the July board meeting.**

**Art Committee – Still working on the pergola project. Things have shifted, in part, from all volunteer workers to paying professionals to lay some ground work, which may incur an additional cost. G. Zenz, L. Fox, and B. Harmer will create a proposal to Rotary for possible funding and volunteers.**

G. Zenz also noted that Governor Jennifer Granholm will be in Chelsea tomorrow to speak to the Chelsea Rotary Club at the WSEC.

**Friends of the Library – The Friends have a new board member. Tom Bowden will be their new Communication Chair. He is a former CDL trustee. Jennifer Kundak has resigned from the Friends board. Sharon Pignanelli has been tracking the book sales and even with sales every other month they are on same course as last year.**

**Public and Board Comment**

None

**Other Items** – Bill Harmer wanted to clarify what strategic goals the board would be working on at the June meeting. G. Zenz indicated that the board already picked their goals/objectives at their recent retreat and B. Harmer will provide those updates to the board.

**Adjourn:**

MOTION made by L. Fox, SECONDED by J. Miller to adjourn the meeting at 8:37 pm.

All Ayes: 6-0

Katherine Frisinger

6/15/2010

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Katherine Frisinger, Secretary

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Date