

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

Saturday, February 12, 2011 3:00 p.m.
Meeting Location: McKune Meeting Room

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

Trustees Absent: Kathy Frisinger
A quorum was present.

Staff: L. Ballard.
Guests: None

Welcome and Call to Order

G. Zenz called the meeting to order at 3:10 p.m.

Agenda Review and Additions

1. Discussion: Recommendation for Cathy Russ.
2. Discussion: Policy Committee request made for policy change (made during discussion)

MOTION made by L. Fox, SECONDED by J. Miller to approve the agenda as revised.
Discussion: None All Ayes: 6-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by M. Budzinski, SECONDED by J. Miller to approve the minutes of the January 18, 2011 Board Meeting. Discussion: M. Budzinski question regarding the 63K investment amount. L. Sayers made the correction and K. van Reesema requested a copy of the corrected report for the March meeting. The board had another question on \$88,712 that was recorded as other income.

All Ayes: 6-0

MOTION made by Kristin van Reesema, SECONDED by M. Budzinski to accept the General Fund Operational checks for January. Discussion:

All Ayes: 6-0

Director's Report Update:

The board members like the new format.

There were 20 attendees at the DDA meeting, primarily due to discussion on the Longworth building and they are also working on a focus group. K. van Reesema asked about the court case involving the assault charge, L. Ballard was present at court, but it was resolved and didn't go before the judge. Question regarding Sun Life, they are our new life, long & short term disability insurance company. K. van Reesema also asked about the wireless project and would like a comparison of usage after the changes are made.

Public Comment:

None

Communications:

None

Action Item #1: Acceptance of Donations

MOTION made L. Fox, SECONDED by D. Caplis to accept the presented donations for January 2011 in the amount of \$3,000.00 and additions to the 2011 budget.

Discussion: None

All Ayes: 6-0

Added Discussion Item #3: Letter for Cathy Russ

This was moved up in the order due to G. Zenz having to leave early.

Former director Cathy Russ is looking for a job and has requested a letter of recommendation from the board. G. Zenz suggested that she draft a letter that the board can revise as needed.

MOTION made by M. Budzinski, SECONDED by J. Miller to move the letter of recommendation for Cathy Russ to Action. Discussion: None All Ayes: 6-0

Action Item #2: Letter of recommendation for Cathy Russ

MOTION made by J. Miller, SECONDED by L. Fox to approve Cathy Russ drafting a letter of recommendation for the Chelsea District Library board to sign for her future employment. Discussion: None All Ayes: 6-0

Discussion Item #1: 457 Compensation Plan – Roth IRA Option

Discussion: The new Roth IRA allows staff an additional option for employee retirement. This will follow the current benefit policy. L. Fox wanted to know if staff could move their contributions from the 457B to the Roth. Staff can decide which option they would like to use.

MOTION made by M. Budzinski, SECONDED by K. van Reesema to move the addition of a Roth IRA option for the 457 Compensation plan for Chelsea District Library employees to Action. Discussion: None All Ayes: 6-0

Action Item #3: Approval of the 457 Compensation Plan – Roth IRA Option

MOTION made by K. van Reesema, SECONDED by M. Budzinski to approve the addition of a Roth IRA option for the 457 Compensation plan for Chelsea District Library employees. Discussion: None All Ayes: 6-0

G. Zenz left at 3:30 pm and K. van Reesema took over the meeting.

Discussion Item #2: Budget change request

K. van Reesema wanted to know if we received 3 bids – no it is under \$5,000.00. This is in the budget but was under Automation and needs to be moved to Capital.

This will move to action next month.

MOTION made by M. Budzinski, SECONDED by L. Fox to approve the addition of discussion of the Meeting room policy to the agenda. Discussion: None All Ayes: 5-0

Discussion Item #4: Meeting room policy

B. Harmer informed the board about a letter received last June from the “Alliance Defense Fund” challenging our meeting room policy as unconstitutional. He has contacted the library attorney, who has advised us to remove the phrase regarding church services and add language regarding time and place restrictions and the policy committee is requesting this change. L. Fox requested that the background info on this be given to the board well in advance of the next board meeting. M. Budzinski wanted to know if the time and place restrictions would affect meetings like the DDA and other outside groups that use the McKune room. ***M. Budzinski recommended B. Harmer inform our attorney of the DDA meeting, and to ask for an opinion.***

Committee& Friends Reports

Policy Committee – Draft minutes are in the packet due to the Meeting room policy discussion item.

Finance Committee – Resolved issue of the \$63,000 investments in Infinex. Diane Winner brought a new report format which is much nicer and easier to read.

Personnel Committee –None

Art Committee – They have a recommendation for glazes for the Pergola tiles. L. Fox will bring a sample next month and the tile installer will come to the next meeting.

Fundraising Committee – None

Friends of the Library – Annual meeting in January had a good turnout. Goals were discussed for the coming year. Mission Based Books gave a presentation.

Nominating Committee –None

Public and Board Comment:

None

Other Items:

None

Adjourn:

MOTION made by M. Budzinski, SECONDED by L. Fox to adjourn the meeting at 4:15pm
All Ayes: 5-0

Dawn Caplis

Mar. 15, 2011

Dawn Caplis, Board Secretary

Date