

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

Tuesday, August 16, 2011 7:15 p.m.
Meeting Location: McKune Meeting Room

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

Trustees Absent: None
A quorum was present.

Staff: R. Andrews, L. Ballard & T. Lancaster.

Guests: Jim Myles and Jennifer Kundak

Welcome and Call to Order

G. Zenz called the meeting to order at 7:53 p.m.

Agenda Review and Additions

1. Discussion – Upcoming events

MOTION made by K. Frisinger, SECONDED by J. Miller to approve the agenda as amended. Discussion: None
All Ayes: 7-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by L. Fox, SECONDED M. Budzinski to approve the minutes of the July 19, 2011 Board Meeting. Discussion: Correction to the Finance Committee report: Met on July 18th to review quarterly payroll and investment accounts with Linda Sayers. The committee has decided to put the 2009 and 2010 remaining balance into the Infinex account. (Corrected by M. Budzinski 8/16/11)

Friendly amendment to the motion by K. Frisinger, seconded by J. Miller.

All Ayes: 7-0

MOTION made by L. Fox, SECONDED by J. Miller to accept the General Fund Operational checks for July. Discussion: K. van Reesema asked if we will receive State Aid to Libraries. Yes, we should get the second check in October. Penal fines are also paid out in the fall. It was also noted that our investment earnings are to show up in the performance to budget sheet.
All Ayes: 7-0

Director's Report Update:

B. Harmer gave an update on the Director's report: The Demo Derby car was painted on the library lawn last Thursday. We finished the posting for the Youth/Teen librarian and will interview 8 candidates. We received a \$5,000.00 grant from the Chelsea Area

Wellness Foundation for the Chelsea Reads Together as well as a \$2,000.00 from Target for the Authors in Chelsea programs. The Friends are looking for volunteers to step into four officer positions. Kim Verardi will be stepping down as Treasurer due to her new job and Tom Bowden is moving to Westland. It looks like the Governor will be pushing for the elimination of Personal Property Taxes for next year, which will result in further revenue depletions for the library. J. Miller asked how they will be replacing this tax, which nobody knows at this time. There are about 400 copies of the "Blue Zone" out in the community for the community read. As chair of the "Connect with Others" Wellness Coalition Committee, Bill is working with the library's partners in the community on a "Volunteer Chelsea" project. We posted the Network Administrator position on August 15th. The staff will be working on the strategic plan by breaking out into six workgroups starting in September. J. Miller wanted to know when these groups would meet; they will meet before opening or during work hours. This is why we have reduced programming so that it will free up time for staff to meet and do research for their respective workgroups. B. Harmer is looking for someone to develop an evaluation plan for the work being done on the strategic plan in order to produce measureable items. They are working out the cost of this right now. L. Fox wanted to know if we should be getting a generator for when we have power outages. R. Andrews with help from Kerry Ballard balanced the two backup batteries we have in the basement for the servers. We are more concerned about making sure the servers are backed up, but not the whole building.

Public Comment:

Jim Myles was in attendance representing the Chelsea Historical Society. He thanked the library board for allowing the plaque marking Chelsea as a Historic Downtown to be displayed in the library lobby until a permanent place is decided by the DDA. The three sites being presented are the old Post Office planter, the Library and the corner of Chelsea Milling nearest the railroad. Jim also presented the library with a DVD of the pictures that were taken of the 3rd floor of the McKune House before demolition and reconstruction of the house. This will make a great addition to the historical information kept at the library.

Communications:

None

Action Item #1: Acceptance of Donations

MOTION made by L. Fox, SECONDED by K. Frisinger to accept the presented donations for July 2011 in the amount of \$3,115.00 and additions to the 2011 budget.

Discussion: None

All Ayes: 7-0

Discussion Item #1: End of Employment Procedures Revision

B. Harmer asked the board to consider adding verbiage to our item #301 of our Employee Human Resource Policy and Procedure manual to clarify how full time employee benefits are handled when an employee leaves. He requested that this be

moved to an action item at the current meeting. The board asked if our attorney gave us the wording, the answer is no, L. Ballard drafted the verbiage.

MOTION made by K. Frisinger, SECONDED by J. Miller to move the presented changes to item #301 of the Employee Human Resource Policy and Procedure manual to action

Discussion: None

All Ayes: 7-0

Action Item #2: Revision of Personnel Policy #301

MOTION made by J. Miller, SECONDED by M. Budzinski to approve the presented changes item #301 of the Employee Human Resource Policy and Procedure manual.

Discussion: None

All Ayes: 7-0

Discussion Item #2: Board Evaluations

L. Fox presented some of the board evaluation information that she found on the “NEW” website. She was a little disappointed by what they had available. She asked the board what they thought they wanted to do for a board review - board self-evaluation or having the management team review the board. B. Harmer said he thought it should be both, but not just management, but the whole staff. When should this be done? It was suggested at the board retreat, which B. Harmer then informed the board that he would like it to be a full board/staff retreat in February.

Committee & Friends Reports

Policy Committee—None

Finance Committee – Will meet again in October.

Personnel Committee – None

Art Committee – None

Fundraising Committee – Met on July 27th. The committee is looking at a major fundraiser to help generate funds for the library’s endowment. L. Fox, G. Zenz, K. van Reesema along with B. Harmer will attend the Community Foundation for Southeast Michigan meeting on September 29th on “Investing in the Future: Top Ten Ideas for Successfully Building Your Endowment.” The committee would like to increase the amount in the endowment so that in the future the interest earned would support programming for the library. If community members gave over a specified dollar amount they could have a naming opportunity for a program. With the endowment you are eligible to draw from the interest earned, but you don’t get to spend the principle. Their next meeting is August 22nd at 6:45 in the Director’s office. Please email K. van Reesema with any comments or suggestions.

Friends of the Library – Jennifer Kundak of the Friends attended the meeting and again mentioned that the Friends are looking for board members for next year. Nancy Neff has shown interest in the treasurer’s position.

Nominating Committee – None

Public and Board Comment:

T. Lancaster – Just wanted to point out the board activities for July.

Other Items:

Coming Events:

FOML (Friends of Michigan Libraries) will be holding their next event on October 14th at the Southfield Public Library. M. Budzinski is planning on attending.

The Michigan Library Association is presenting a webinar on Advocacy on Tuesday, August 30th from 4-5 PM. If anyone is interested we can set them up at the library to sit in on this. The MLA Annual Conference is in Kalamazoo in October. They have several board related programs, including one that is a six week long webinar on Advocacy, with the first one at the conference on October 28th. L. Fox is planning on attending a part of the conference. Lynn requested a printout of the grid for the programs.

Adjourn:

MOTION made J. Miller, SECONDED by L. Fox to adjourn the meeting at 8:30pm.

All Ayes:

Dawn Caplis

Sept. 20, 2011

Dawn Caplis, Board Secretary