

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

Tuesday, January 20, 2009 6:45 p.m.
Meeting Location: McKune Meeting Room

Trustees in Attendance: Lynn Fox, President; Dawn Caplis, Vice-President; Kathy Frisinger, Secretary; Kristin van Reesema, Treasurer; Joan Elmouchi, Director. **Correction to Minutes: Mary Budzinski, Trustee.**

Trustees Absent: Gary Zenz, Trustee – with notice; Kate McAuliffe, Trustee – without notice.

Guests: Linda Sayers, bookkeeper; Dawn Lovrovich, Merrill Lynch.

Staff: T. Lancaster.

Welcome and Call to Order

L. Fox called the meeting to order at 6:47p.m.

Agenda Review and Additions

1. Compulsories: add December 16, 2008 closed session.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by K. Frisinger, SECONDED by D. Caplis to approve the minutes of the December 16, 2008 Regular Board Meeting and the December 16, 2008 Closed Board Meeting. MOTION PASSED UNANIMOUSLY.

MOTION made by D. Caplis, SECONDED by K. Frisinger to approve the minutes of the December 19, 2008 Emergency Board Meeting and the December 19, 2008 Closed Board Meeting. MOTION PASSED UNANIMOUSLY.

MOTION made by K. van Reesema, SECONDED by M. Budzinski to accept the General Fund Operational checks. Discussion: K. van Reesema emailed J. Elmouchi several questions before the board meeting. Question on how the tax income deposited in 2008, but for the 2009 FY are recorded. We received \$44,462.29 before December 31, 2008 for 2009. Capital Campaign pledges and donations are recorded with general donations. How does the board know the breakout of these? T. Lancaster will put a line in the Pledge report to show what was received the previous month. MOTION PASSED UNANIMOUSLY.

MOTION made by K. Frisinger, SECONDED by M. Budzinski to accept the Construction checks. MOTION PASSED UNANIMOUSLY.

Director's Report:

Board retreat and staff in-service plans are coming along. The new librarian will cover the 3-5 pm shift on the Adult info desk so that there are 2 librarians to handle so many teens upstairs. J. Elmouchi will check with R. Andrews on the security camera for the connector door that someone attempted to open in the middle of the night and set off the alarm. Tom Lancaster put several more screws into the strike plate on the outside connector doors and they are now secure. The board would like a way to show their appreciation to Tom for all the handyman work he does for the library. The Chelsea Lions Club has contacted the library about making a donation. One option is to have them fund more Large Print books to increase our collection for those with vision needs. The fire sprinkler problem was caused due to the alarm system not working on the HVAC unit. The computer should have alerted us to a refrigerant leak, but it didn't and this caused the fan to stay open and froze the sprinkler head that was above it. The sprinkler alarm didn't go off because it didn't totally break the unit, but moved the center to the side and water was only partially escaping. Bruce from Fuller heating has looked into this and will be contacting T. Lancaster and J. Elmouchi with the answer from Johnson Control.

Public Comment

None

Guest Presenter – Dawn Lovrovich, Merrill Lynch

Dawn gave the board several handouts to look over. There is a \$50.00 fee for sub accounts in addition to the \$300.00 yearly fee. The director could do all transfers of money online and this would be set up to go between Chelsea State bank and Merrill Lynch. Some of the libraries she works with are Rochester Hills, Redford Township and Crompton (Hartland).

Communications

None

Action Item #1 – Board of Trustee Officers for 2009

MOTION made by M. Budzinski, SECONDED by D. Caplis to approve the presented slate of officers for 2009. MOTION PASSED UNANIMOUSLY.

Action Item #2 – Donations

MOTION made by D. Caplis, SECONDED by K. van Reesema to approve the total donations of \$200.00 and to transfer the funds from the General Fund to the 2009 FY budget. MOTION PASSED UNANIMOUSLY.

Action Item #3 – Committee Assignments for 2009

MOTION made by K. van Reesema, SECONDED by D. Caplis to approve the corrected committee assignments for 2009. Correction: D. Caplis is chair of the Personnel Committee. MOTION PASSED UNANIMOUSLY.

Action Item #4 – Director Review – Staff, Trustee and Community

MOTION made by K. Frisinger, SECONDED by K. van Reesema to approve the Director review – Staff, Trustee and Community survey. Discussion: T. Lancaster to help D. Caplis email

the Director surveys to the staff and community members who have been selected. MOTION PASSED UNANIMOUSLY.

Discussion Item #1: 2009 Board Retreat

Review 2008 goals and look at specific 2009 issues: 1) changes in taxable property value that the county might have 2) difference in tax income from 2007/08 to 2008/09 3) basement build out 4) demographics 5) what are the goals for each department in the library. The Adult Services department has come up with 2009 goals are the other departments (Youth, Technology & Circulation) going to do this also? The board would like 3-5 year goals for each department also. Where do we stand on doing a building inventory: the management staff has been working on this and L. Sayers can also help with this.

Discussion Item #2: Merkel Update

G. Zenz received a reduced bid from Kleinschmidt for the gutters on the Merkel building and they will do the work. We have not received the signed letter back from Tim Merkel yet.

Discussion Item #3: Pergola

Scott McElrath dropped off a mock up of the pergola with two different ends for the cross beams. J. Elmouchi had three different design drawings for the board to look at and all three designs are under \$26,600.00.

Reports

Policy Committee – None

Building Committee – Pergola.

Finance Committee – None

Personnel Committee – Director Review surveys.

Art Committee – None

Friends – None

DDA – None

Chamber – None

Rotary – None

Public Comment

None

Other Items

None

Adjourn to Close Session:

MOTION made by D. Caplis, SECONDED by K. Frisinger to adjourn to close session for a personnel issue at 8:44 pm. Roll call vote was taken and the MOTION PASSED UNANIMOUSLY.

MOTION made by K. Frisinger, SECONDED by D. Caplis to return to open session at 8:49 pm. Roll call vote was taken and the MOTION PASSED UNANIMOUSLY.

Adjourn:

MOTION made by K. van Reesema, SECONDED by M. Budzinski to adjourn the meeting at 8:50 pm. MOTION PASSED UNANIMOUSLY.

Kathy Frisinger

February 17, 2009

K. Frisinger, Secretary

Date