

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

Tuesday, April 21, 2009 6:45 p.m.
Meeting Location: McKune Meeting Room

Trustees in Attendance: Lynn Fox, President; Dawn Caplis, Vice-President; Kristin van Reesema, Treasurer; Gary Zenz, Trustee; Mary Budzinski, Trustee; Linda Ballard, Interim Director.

Trustees Absent: Kate McAuliffe, Trustee, with notice; Kathy Frisinger, Secretary, ~~without notice~~ - Correction: with notice.

A quorum was present.

Guests: Dave Fisher, Rehmann-Robson, Marianne Hartzell and Joe Mika of Hartzell-Mika Consulting.

Staff: L. Sayers, B. Harmer and T. Lancaster.

Welcome and Call to Order

L. Fox called the meeting to order at 6:50 p.m.

Agenda Review and Additions

1. Discussion – Closing of construction account.
2. Discussion – Kate McAuliffe’s resignation
3. Discussion – Sculpture walk
4. Discussion – 3 old McKune doors
5. Discussion – Troll

MOTION made by G. Zenz, SECONDED by K. van Reesema to approve the additions to the agenda. MOTION PASSED UNANIMOUSLY.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by K. van Reesema, SECONDED by D. Caplis to approve the minutes of the March 17, 2009 Regular Board Meeting. Correction: Under Rotary report, Dave Killips did not think any money would make it down to the schools. TML

MOTION made by K. van Reesema, SECONDED by D. Caplis to approve the amended minutes of the March 17, 2009 Regular Board Meeting. MOTION PASSED UNANIMOUSLY.

MOTION made by G. Zenz, SECONDED by D. Caplis to approve the minutes of the March 17, 2009 Closed Board Meeting. Correction: K. van Reesema was absent for the closed session.TML
MOTION PASSED UNANIMOUSLY.

MOTION made by K. van Reesema, SECONDED by M. Budzinski to accept the General Fund Operational checks. Discussion: M. Budzinski wanted to know where the check numbers were

and L. Sayers said she could add them, after discussion it was decided they were not needed. K. van Reesema, are we planning on State Aid for 2010? We do not plan on any State Aid and have added \$8500.00 for TLN delivery. There is a 1 month lag in the acceptance of donations and when they show up on the Donations report. We have not received the paperwork for the Gates Foundation award follow-up. MOTION PASSED UNANIMOUSLY.

MOTION made by G. Zenz, SECONDED by M. Budzinski to accept the Construction checks. Discussion: None. MOTION PASSED UNANIMOUSLY.

Director's Report:

The library was host to the funeral of Mr. Ray Zor II last Saturday, April 18th. Mr. Zor arrived by hearse and John Mitchell, Jr. gave the eulogy. The 175th committee will be burying another time capsule at the library.

Public Comment

None

Guest: Dave Fisher, Rehmann-Robson

Dave Fisher of Rehmann-Robson gave an overview of the 2008 audit to the board. The standard practice is to have 10-15% of the budget remaining at the end of each year, and CDL had 16%. The new standards will change how L. Sayers makes adjustments at year end and statement #1 of Comments & Recommendations will continue to show up every year as we hire an outside firm to do our audit. Rehmann-Robson will continue to make the GAAP adjustments. Questions on the Building Construction budget to actual. L. Ballard and L. Sayers will work on this.

MOTION made by K. van Reesema, SECONDED by G. Zenz to approve the presented 2008 Audit. Discussion: L. Sayers will make the adjustments and will have a final 2008 report in the May board packet. MOTION PASSED UNANIMOUSLY.

Guest: Marianne Hartzell & Joe Mika of Hartzell-Mika Consulting

Marianne and Joe went over the timeline, ad options and Director Job description with the board. Some changes were made to the job description and Marianne will get them to L. Ballard. They informed the board that some candidates will ask for some monetary help with moving cost. L. Fox appointed M. Budzinski to the Personnel Committee to look over the applications. It was decided on an ad budget of \$2,500.00 and a \$65,000 to \$68,000 salary range.

Communications

None

Action Item #1 – Acceptance of Donations

MOTION made by G. Zenz, SECONDED by M. Budzinski to approve the presented donations of \$9,100.00 and addition to the 2009 budget. Discussion: None. MOTION PASSED UNANIMOUSLY.

Discussion Item #1: Sculpture – Children's Garden

Tabled to a future meeting.

Discussion Item #2: Financial Advisor

The Finance Committee met with Diane Winner of Chelsea State Bank and it is there recommendation that the library work with her to diversify our money.

Discussion Item #3: 2009 Board Retreat Follow-Up

MOTION made by G. Zenz, SECONDED by D. Caplis to move the addition of “Create Young Readers” to action. MOTION PASSED UNANIMOUSLY.

Action Item #2 –2009 Board Retreat addition

MOTION made by M. Budzinski, SECONDED by G. Zenz to approve the addition of “Create Young Readers” to the list of board goals for 2009. Discussion: The board would like L. Ballard to report on the goals in July/August and at the 2010 board retreat. MOTION PASSED UNANIMOUSLY.

Discussion Item #4: Katie’s Korner

L. Ballard asked the board to schedule a date to have a “Katie’s Korner” memorial ceremony. Saturday, June 27th would be a good day as there are some 175th Anniversary activities that day.

Discussion Item #5: Merkel Update

G. Zenz reported that Merkel Furniture would like a 2 year guarantee that there would be no further water leakage in their basement and solid surfacing of the property next to their building. We will not give that guarantee or remove the landscaping next to the building, but will move forward with the gutter system first, curbing second and as a third option, the City/DDA re-installing the drain at the main sidewalk. We are waiting on a new letter from the attorney.

Discussion Item #6: Closing of the Construction account

This will be tabled until the construction account is reconciled.

Discussion Item #7: Resignation of Kate McAuliffe

Dexter trustee, Kate McAuliffe had emailed her resignation to L. Fox, L. Ballard and Pat Kelly, Dexter Township Supervisor. L. Fox asked her to stay on until a new director was hired or her replacement was in place, but Kate asked that the board accept her resignation.

MOTION made by G. Zenz, SECONDED by M. Budzinski to move K. McAuliffe’s resignation to action. Discussion: None. MOTION PASSED UNANIMOUSLY.

MOTION made by D. Caplis, SECONDED by M. Budzinski to accept K. McAuliffe’s resignation. Discussion: None. MOTION PASSED UNANIMOUSLY.

Discussion Item #8: Sculpture walk

L. Fox updated the board on the Chelsea Sculpture walk. We will need to move a tree on the northeast corner of the property that is growing into the electric wires and this is a great location for the cement pad. T. Lancaster has contacted Margolis to move the tree to a new location, preferably on the west side of the reading garden.

Discussion Item #9: 3 old McKune doors

Rick DeTroyer had removed 3 doors from the 3rd floor of the McKune building before the construction and volunteer George Sparrow would like to see these doors returned to the library. The board agreed to have Rick bring 1 door back and we will store it in the basement.

Discussion Item #10: Troll

The chainsaw artist we had hired to make our Troll has decided that he doesn’t want to do the project and has returned our deposit. Meg Gower has already contacted a new artist and she will get us his information.

Reports - No reports due to the late meeting time.

Policy Committee –

Building Committee –

Finance Committee –

Personnel Committee –

Art Committee –

Friends of the Library–

DDA –

Chamber –

Rotary –

175th Anniversary –

Public Comment

None

Other Items

None

Adjourn:

MOTION made by K. van Reesema, SECONDED by G. Zenz to adjourn the meeting at 10:00 pm. MOTION PASSED UNANIMOUSLY.

Lynn A. Fox

5-19-09

L. Fox, President

Date