

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

Tuesday, May 19, 2009 6:45 p.m.
Meeting Location: McKune Meeting Room

Trustees in Attendance: Lynn Fox, President; Kathy Frisinger, Secretary, Kristin van Reesema, Treasurer, during Director's report; Gary Zenz, Trustee; Mary Budzinski, Trustee; Linda Ballard, Interim Director.

Trustees Absent: Dawn Caplis, Vice-President, with notice.
A quorum was present.

Guests: Dennis Boos and Jim Crawley from the Fallen Heroes group.

Staff: T. Lancaster.

Welcome and Call to Order

L. Fox called the meeting to order at 6:46 p.m.

Agenda Review and Additions

1. Discussion – Close the Building committee.
2. Discussion – Fallen Hero's benches

MOTION made by G. Zenz, SECONDED by M. Budzinski to approve the additions to the agenda. MOTION PASSED UNANIMOUSLY.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by M. Budzinski, SECONDED by G. Zenz to approve the minutes of the April 21, 2009 regular Board Meeting as amended. Correction: The minutes should have read Trustees Absent: K. Frisinger, with notice.
MOTION PASSED UNANIMOUSLY.

MOTION made by M. Budzinski, SECONDED by G. Zenz to accept the General Fund Operational checks. Discussion: In General Operations, there are credits with no name. These are either disk/flash drive purchases or a credit from Andrews Office Supply Co.
MOTION PASSED UNANIMOUSLY.

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

Director's Report:

M. Budzinski had a question on the Capital Campaign: The pledges received and the pledges due don't add up to the total pledged amount. This is due to one of the pledge's giving more than their original amount.

Public Comment

None

Communications

None

Action Item #1 – Acceptance of Donations

MOTION made by K. Frisinger, SECONDED by M. Budzinski to approve the presented donations of \$3,695.00 and addition to the 2009 budget and the correct account number from the April 21, 2009 board meeting. Discussion: None.
MOTION PASSED UNANIMOUSLY.

Action Item #2 – Financial Advisor

MOTION made by M. Budzinski, SECONDED by K. Frisinger to accept the recommendation of the Finance Committee that the library use Diane Winner of Chelsea State Bank as our financial advisor. Discussion: The Finance Committee will meet with Diane and decide how to invest the library funds. Friendly amendment made by K. Frisinger and SECONDED by G. Zenz for L. Ballard and Interim Director to open an account with Chelsea State Bank.
MOTION PASSED UNANIMOUSLY. As corrected.

Action Item #3 – Close the Construction Budget

MOTION made by G. Zenz, SECONDED by K. Frisinger to approve the closing of the Construction Budget. Discussion: The remaining funds in the Construction Account to be renamed the Capital Improvement Fund.
MOTION PASSED UNANIMOUSLY.

Action Item #4 – Approve the revised Director Job description

MOTION made by K. Frisinger, SECONDED by K. van Reesema to approve the revisions to the Director Job description. Discussion: Change the document to all 1 font. It is also recommended that we offer 4 weeks of PTO to the new director.
MOTION PASSED UNANIMOUSLY.

Discussion Item #1: Fallen Heroes Benches

MOTION made by G. Zenz, SECONDED by M. Budzinski to move the Fallen Hero's Benches to action. MOTION PASSED UNANIMOUSLY.

Action Item # 5 – Fallen Heroes Benches

MOTION made by G. Zenz, SECONDED by K. Frisinger to approve the placement of the two Fallen Heroes Benches at the northwest corner of the library lawn and for L. Ballard to contact Brad from the City of Chelsea for the installation of the cement pads.
MOTION PASSED UNANIMOUSLY.

Discussion Item #4: Closing of the Building Committee

MOTION made by M. Budzinski, SECONDED by K. Frisinger to move the closing of the Building Committee to action. MOTION PASSED UNANIMOUSLY.

Action Item #6 – Closing of the Building Committee

MOTION made by K. Frisinger, SECONDED by G. Zenz to approve the closing of the Building Committee.
MOTION PASSED UNANIMOUSLY.

Discussion Item #3: Merkel basement update

G. Zenz reported that the letter has been signed by Tim Merkel and that Kleinschmidt will be contacting Merkel's to schedule the drain work. The guarantee on the work is for 1 year.

Discussion Item #4: Enagic Water Machine Proposal

MOTION made by K. van Reesema, SECONDED by K. Frisinger to move the Enagic Water Machine Proposal to action. MOTION PASSED UNANIMOUSLY.

Action Item # 7 – Enagic Water Machine Proposal

MOTION made by K. Frisinger, SECONDED by G. Zenz to decline the Enagic Water Machine Proposal. MOTION PASSED UNANIMOUSLY.

Reports –

Policy Committee – No meeting since March. G. Zenz will schedule one with L. Ballard.

Building Committee – The Building Committee had their last meeting at 6:30 today and approved the last meetings minutes. The committee was dissolved at today's board meeting. The only remaining issues are adjusting the heat/cooling of the building by using the computer system instead of adding on to the main entry way. L. Ballard and T. Lancaster will manage this.

Finance Committee – The first budget meeting is June 2nd. L. Ballard will contact Diane Winner of Chelsea State Bank to start the process for our investments and will set up a date for her to meet with the committee.

Personnel Committee – L. Fox has appointed M. Budzinski to the Personnel Committee.

Art Committee – Will meet on June 4th.

Friends of the Library– The May book sale was down in attendance and sales. The Friends hosted the Staff Appreciation breakfast on Friday May 15th and presented each staff member with a gift certificate to a local business and also presented the staff with a picnic table, umbrella and stand which will be located at the staff entrance.

DDA – G. Zenz did not attend the last meeting.

Chamber – No report.

Rotary – The Rotary donated \$250.00 to the Oral History project. K. van Reesema asked what the total donations have been toward the Oral History project and so far we have received \$3,000.00. L. Fox and B. Harmer are working on a grant from the History Channel – Save our History, which requires student involvement. We will include interns from the University of MI, their Professor and Kim Potocki, the TV Production teacher at the high school with her students.

The WWII project will be completed in August and the Local Farms and Families project will start in September. Correction: Founding Farms and Families project.

175th Anniversary – The library will be hosting sheep shearing and a pie eating contest on the northwest lawn on June 27th. L. Fox and L. Ballard are also putting together the dedication of “Katie’s Korner” for 12:30 pm on the 27th, before the parade.

Public Comment

None

Other Items

The Friends have given the library money to purchase an Event Tent. The library would like to purchase one that is 20’ x 30’, but it may require moving some trees from the southwest lawn area. Maybe one tree could be moved to the area where the Fallen Heroes Benches will be installed.

Adjourn:

MOTION made by G. Zenz, SECONDED by K. van Reesema to adjourn the meeting at 7:50 pm. MOTION PASSED UNANIMOUSLY.

Katherine Frisinger - as corrected.

6/16/09

K. Frisinger, Secretary

Date