

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

Tuesday, June 16, 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 – during Director Search presentation; Gary Zenz, Trustee; Mary Budzinski, Trustee; Linda Ballard, Interim Director.

Trustees Absent: None

A quorum was present.

Guests: Marianne Hartzell and Joe Mika of Hartzell-Mika Consulting, Leila Draugelis, Kate McAuliffe.

Staff: T. Lancaster, C. Kamil, R. Andrews, L. Smith, A. Cangialosi, E. Burney.

Welcome and Call to Order

L. Fox called the meeting to order at 6:45 p.m.

Agenda Review and Additions

1. Presentation – to Kate McAuliffe

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

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by G. Zenz, SECONDED by K. Frisinger to approve the minutes of the May 19, 2009 regular Board Meeting as amended. Correction: Under Action Item #2, should read “L. Ballard, Interim Director” and under the Rotary report it should read “Founding Farms and Families project”.

MOTION PASSED UNANIMOUSLY AS AMMEDED.

MOTION made by M. Budzinski, SECONDED by D. Caplis to accept the General Fund Operational checks. Discussion: Void check to Video Farm was a double payment. MOTION PASSED UNANIMOUSLY.

MOTION made by G. Zenz, SECONDED by M. Budzinski to accept the Construction checks. Discussion: Received bill from Kleinschmidt for the Merkel project. L. Ballard will pay this out of the Construction account before we close it out.

MOTION PASSED UNANIMOUSLY.

Director’s Report:

L. Ballard gave an update to the board on State Aid for 2009. There will be a 4% cut in the second State Aid payments. Ours will come to approx. \$184.00 and the new director of TLN has

offered to take the TLN cut in his pay. L. Ballard met Bob Merkel who said that he helped move the library to the McKune building 50 years ago. We had our first CFL (Compact Fluorescent light) breakage and L. Ballard & T. Lancaster followed the procedure that we have on file.

Public Comment

None

Communications

Presentation of gift and card to Kate McAuliffe for her service to the library board.

Presentation

Marianne Hartzell of Hartzell-Mika Consulting presented the board with their recommendations for our new library director. They received 22 qualified applications with 1 dropping out after taking another job. Five candidates with two other possible candidates were presented to the board for the final interviews. They are David Brown, Twinsburg Library, Ohio; William Harmer, Chelsea District Library; Tina Hatch, Milford Township Library; Mary Ellen Mulcrone, Novi Public Library; and Karen Sherrard, Petoskey Public Library.

Answers to some board questions: What advertising worked? 50% of applicants were from out of state, with none from Illinois or Indiana. Salary was not an issue. Only one person asked about us needing another director.

Action Item #1 – Acceptance of Donations

MOTION made by K. Frisinger, SECONDED by G. Zenz to approve the presented donations of \$1,450.00 and addition to the 2009 budget. Discussion: None MOTION PASSED UNANIMOUSLY.

Action Item #2 – Non-Resident Fee policy revision

MOTION made by K. Frisinger, SECONDED by G. Zenz to accept the recommendation of the Policy Committee that the board approve the presented revision to the Non-Resident Fee policy. Discussion: None MOTION PASSED UNANIMOUSLY.

Action Item #3 – 2008 Operating funds balance

MOTION made by K. van Reesema, SECONDED by M. Budzinski to approve moving the 2008 operational fund balance as identified in the audit from the General Fund to the Capital Improvement Fund. Discussion: This is the amount left from the fiscal year 2008 per the audit, \$71,788. This added to the remainder of the Construction Fund will be approximately 10% of operating budget, which is the recommend percentage. MOTION PASSED UNANIMOUSLY.

Discussion Item #1: Merkel basement update

Received the bill from Kleinschmidt for the gutter work done on the Merkel building. L. Ballard contacted Tim Merkel to ask about the work done. Tim would still like the beehive drain near the sidewalk, shrubs removal from next to their building and a solid surface as options. L. Ballard reminded him of the letter that we sent and he signed regarding these options. Tim communicated to L. Ballard that there had been no water in his basement this spring up through this conversation.

Discussion Item #2: Fallen Heroes group request

The Fallen Heroes group has approached us asking permission to install a flag pole behind the benches that are being installed on the NW lawn.

MOTION made by G. Zenz, SECONDED by D. Caplis to move the Fallen Hero's flag pole to action. MOTION PASSED UNANIMOUSLY.

Action Item # 4 – Fallen Heroes Flag Pole

MOTION made by G. Zenz, SECONDED by D. Caplis to decline the offer of a flag pole added to the benches memorial area. MOTION PASSED UNANIMOUSLY.

Discussion Item #3: Personnel Policies review

We received 2 quotes to review our Personnel policies. The Policy Committee recommends that we use Rebecca Davis of Foster, Swift & Collins, with the price being between \$1,600 and \$2,500 depending on the two options they presented by email to L. Ballard.

MOTION made by G. Zenz, SECONDED by M. Budzinski to move the review of the Personnel policies to action. MOTION PASSED UNANIMOUSLY.

Action Item #5 – Personnel Policies review

MOTION made by G. Zenz, SECONDED by M. Budzinski to the recommendation of the Policy committee for Rebecca Davis from Foster, Swift and Collins to review our current personnel policies and that the discussion of these be with our new director when that person is hired. MOTION PASSED UNANIMOUSLY.

Discussion Item #4: Finance Committee recommendation on investment strategy

The Finance Committee met with Diane Winner and at the July 5th meeting they will develop a plan for laddering CD's and what to invest in Fund Quest. Fund Quest charges are 1%. The board would like two signatures required for transactions

Discussion Item #5: Finance Committee – Debt Retirement fund

This will move to action next month.

Discussion Item #6: Committee revision for 2009

This will move to action next month.

Discussion Item #7: Budget Hearing Notice Resolution

This will move to action next month. Finance committee recommends a 2.5% raise for the staff which is the same as what the CSD teachers are getting.

Reports –

Policy Committee – Taken care of earlier in the meeting.

Finance Committee – Taken care of earlier in the meeting.

Personnel Committee – Will meet on Monday, June 22nd at 6:45 to review director resumes.

Art Committee – The sculpture is in place for the Sculpture walk and brochures will be coming soon.

Friends of the Library– the Friends have funded everything we have asked for so far this year, including money toward a large tent that has not been purchased yet.

DDA – None

Chamber – New brochures coming soon.

Rotary – Waiting for the opportunity to have a picture taken with the Rotary president and Bill Harmer for the Rotary donation.

Lions - Bill Harmer has joined the Chelsea Lions Club.

175th Anniversary – None

Public Comment

Guest Leila Draugelis expressed her opinion regarding one of the candidate’s lack of traditional reference experience.

Other Items

L. Ballard will draft a letter to the Fallen Heroes group regarding the flag pole.

Adjourn:

MOTION made by D. Caplis, SECONDED by G. Zenz to adjourn the meeting at 8:30 pm. MOTION PASSED UNANIMOUSLY.

K. Frisinger, Secretary

Date