

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

Tuesday, July 21, 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; Gary Zenz, Trustee; Mary Budzinski, Trustee; J. Miller, Trustee; Linda Ballard, Interim Director.

**Trustees Absent:** None  
A quorum was present.

**Guests:** None

**Staff:** T. Lancaster

**Welcome and Call to Order**

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

**Agenda Review and Additions**

1. Construction Check approval under compulsory
2. FundQuest - Discussion
3. Vendors/Library use - Discussion

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

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by G. Zenz, SECONDED by M. Budzinski to approve the minutes of the June 16, 2009 regular Board Meeting. MOTION PASSED UNANIMOUSLY AS AMMEDED.

MOTION made by G. Zenz, SECONDED by K. van Reesema to approve the minutes of the June 29 and June 30, 2009 Director Interviews and July 1, 2009 Director Discussion and Decision minutes as amended. Correction: The June 29<sup>th</sup> meeting was adjourned at 10:12 PM not 12:12 PM. MOTION PASSED UNANIMOUSLY AS AMMEDED.

MOTION made by K. van Reesema, SECONDED by K. Frisinger to accept the General Fund Operational checks. Discussion: M. Budzinski had a question on the carryover from 2008. MOTION PASSED UNANIMOUSLY.

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

### **Director's Report:**

We received a thank you from Kleinschmidt for the work they did on the Merkel project. The Friends last book sale made \$1,171.00 and the book cart made \$500.00. The Friends are looking for a new President, Vice-President and Program Chair for 2010. L. Ballard set up the new Capital Improvement account with Chelsea State Bank. The Adult Services and Circulation Departments will be going to the 4 Township halls for a new library card sign up in September. L. Ballard gave an overview of the emails regarding the Governors disbandment of HAL (Department of History, Arts & Libraries) and what the loss of the State Aid would mean to us.

### **Public Comment**

None

### **Communications**

None

### **Action Item #1 – Acceptance of Donations**

MOTION made by G. Zenz, SECONDED by J. Miller to approve the presented donations of \$618.00 and addition to the 2009 budget. MOTION PASSED UNANIMOUSLY.

### **Action Item #2 – Debt Retirement fund balance**

MOTION made by M. Budzinski, SECONDED by K. van Reesema to accept the recommendation of the Finance Committee and move \$43,000 from the General Fund to the Debt Retirement Fund to establish the balance our bond advisor has suggested.

Discussion: K. van Reesema explained that due to the decrease in tax revenue and that the Debt Retirement increases each year instead of going down, that the fund will not have enough in it to make the payment in 2011. MOTION PASSED UNANIMOUSLY.

### **Action Item #3 – Committee revision for 2009**

MOTION made by D. Caplis, SECONDED by K. Frisinger to approve the revised Committee assignments as presented. Discussion: L. Fox explained that changes were needed with a new board member and the Building Committee no longer needed. MOTION PASSED UNANIMOUSLY.

### **Action Item # 4 – Budget Hearing Notice Resolution**

MOTION made by M. Budzinski, SECONDED by G. Zenz to approve the 2010 Budget hearing for August 11, 2009. Discussion: It was brought up that due to the Chelsea Fair being a week later than planned the August board meeting could be moved back to the original 3<sup>rd</sup> Tuesday of the month. G. Zenz made a friendly amendment to change the date of the Budget Hearing to August 18, 2009, M. Budzinski second. MOTION PASSED UNANIMOUSLY.

### **Action Item #5 – Equipment Line item**

MOTION made by K. Frisinger, SECONDED by M. Budzinski to add a new expense line, #967 Equipment to the 2009 budget for expensing non-capital equipment and furnishings/fixtures. Discussion: L. Ballard explained that we are making the change due to expense items that are

under \$1,000 and that the adjustment would be made now and not have to be done by the Auditor. MOTION PASSED UNANIMOUSLY.

**Discussion Item #1: McKune/Library 50<sup>th</sup> Anniversary**

We are planning a celebration for the Libraries 50<sup>th</sup> Anniversary on Friday, September 18<sup>th</sup>, 6 to 9 PM. G. Zenz would like to see the history of the library updated on the website. Some of the activities the Adult and Youth department are planning are: 50's Street dance with dance lessons, food and a car show. G. Zenz would also like the McKune/Staffan diary on display.

**Discussion Item #2: August Board meeting date**

Addressed during Action Item #4, the Budget Hearing approval.

**Discussion Item #3: Fund balances report layout**

L. Ballard went over the investment page of the board packet financial report and noted that the Investment Services should be listed under the Contingency Funds. The board would like the quarterly investment report put in the board packet.

**Discussion Item #4: FundQuest**

L. Ballard was contacted by Diane Winner of Chelsea State Bank and FundQuest has not approved our investment request for the \$250,000 transferred from MILAF, due to our investment policy not listing Municipal Bonds as authorized instruments. L. Ballard will check with our attorney and see if we can legally change our policy to match the Act and if we can, the Policy Committee will make the changes and present them to the board.

**Discussion Item #5: Vendor/Library use**

L. Ballard went over our Policy #422 Display and Solicitation in the Library; section IV, which prohibits the sale of items on the library grounds. Sounds & Sights last year and this year and Summer Fest last year, we have had food vendors on the library property near the steps leading up from the city sidewalk. The Chamber was supposed to be made aware of our policy last year and it seems that that didn't happen. The board stands by our policy and L. Ballard will talk to Bob Pierce.

**Reports –**

**Policy Committee** – The Personnel Policies have been sent to Rebecca Davis of Foster, Swift & Collins for review. M. Budzinski wanted to know if we had a policy on patron disruptions at programs. We don't have a specific one, but we do have a Library Code of Conduct and if we receive a complaint, then the librarian or management staff can take care of the problem.

**Finance Committee** – K. van Reesema had another question on the Michigan Act on Investments and what our policy states.

**Personnel Committee** – The Personnel Committee met on July 13<sup>th</sup> to discuss the letter of employment for the new director. The made a recommendation and there was discussion regarding the posted job description. Motion by K. Frisinger, seconded by K. van Reesema to amend the recommendation to read \$65,000 salary, 5 weeks PTO, 10 paid holidays and the

\$5,000 benefit money be offered to the new director, William Harmer. MOTION PASSED with six yeas, with one nay vote. The new director start date will be September 1, 2009.

**Art Committee** – Will meet August 4<sup>th</sup>.

**Friends of the Library**– None

**DDA** – None

**Chamber** – None

**Rotary** – G. Zenz reported that in the last fiscal year for Rotary (2008/2009) they have put \$30,000 into the Chelsea community.

**Lions** – None

**Public Comment**

None

**Other Items**

None

**Adjourn:**

MOTION made by D. Caplis, SECONDED by G. Zenz to adjourn the meeting at 8:32 pm. MOTION PASSED UNANIMOUSLY.

Lynn A. Fox

8/18/2009

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Lynn Fox, President

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Date