

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

Tuesday, August 18, 2009 7:10 p.m.
Meeting Location: McKune Meeting Room

Trustees in Attendance: Lynn Fox, President; Dawn Caplis, Vice-President; Gary Zenz, Trustee; Mary Budzinski, Trustee; Janis Miller, Trustee; Linda Ballard, Interim Director.

Trustees Absent: Kathy Frisinger, Secretary, with notice; Kristin van Reesema, Treasurer, with notice.

A quorum was present.

Guests: None

Staff: T. Lancaster and B. Harmer.

Welcome and Call to Order

L. Fox called the meeting to order at 7:10 p.m.

Agenda Review and Additions

1. MLA position paper.
2. Damage to Library property.
3. Merkel basement.

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

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by J. Miller, SECONDED by M. Budzinski to approve the minutes of the July 21, 2009 regular Board Meeting. MOTION PASSED UNANIMOUSLY.

MOTION made by G. Zenz, SECONDED by J. Miller to accept the General Fund Operational checks.
Discussion: Blanks in Payroll and insurance cost. MOTION PASSED UNANIMOUSLY.

Director's Report:

L. Ballard reported that \$250,000.00 withdrawn from MILAF is in a holding account with Infinex – if it is not invested by next month's report, add a note stating where the money is. The inventory has been started L. Sayers, R. Andres and T. Lancaster working on it together.
Our new part-time librarian Megan Esseltine will start on Monday, August 24th.

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 \$635.00 and addition to the 2009 budget. MOTION PASSED UNANIMOUSLY.

Action Item #2: Budget Adjustments

MOTION made by D. Caplis, SECONDED by M. Budzinski to accept the recommended budget adjustments for the 2009 budget. MOTION PASSED UNANIMOUSLY.

Action Item #3: Budget Adjustments

MOTION made by G. Zenz, SECONDED by J. Miller to accept the recommended budget adjustments for the 2009 budget. MOTION PASSED UNANIMOUSLY.

Action Item #4: Budget Adjustments

MOTION made by G. Zenz, SECONDED by M. Budzinski to accept the recommended budget adjustments for the 2009 budget. MOTION PASSED UNANIMOUSLY.

Action Item #5: Budget Adjustments

MOTION made by J. Miller, SECONDED by D. Caplis to accept the recommended budget adjustments for the 2009 budget. Discussion: M. Budzinski went over the presented figures and didn't think this adjustment needed to be made. All opposed. MOTION DID NOT PASSED

Discussion Item #1: New Director Start Date

L. Ballard informed the board that the new head of Adult Services, Sara Wedell will be starting on Monday, August 24th and to give Bill 2 full weeks to train her, she suggest that the board change Bill's start date to Tuesday, September 8th.

MOTION made by G. Zenz, SECONDED by M. Budzinski to move the director start date to Action. MOTION PASSED UNANIMOUSLY.

MOTION made by M. Budzinski, SECONDED by J. Miller to amend the letter of agreement with B. Harmer to read September 8, 2009 as his start date. MOTION PASSED UNANIMOUSLY.

Discussion Item #2: Investment Policy Revision

L. Ballard gave the board the recommended changes to the Investment policy from the lawyer. This will go to the Finance Committee.

Discussion Item #3: Merkel basement

L. Ballard will get a quote for curbing to be installed on the side of the Merkel building. This is step 2 in the letter of agreement regarding the water leakage. She will contact the original concrete installer. If the price does not exceed the remainder of the approved \$5,000.00 she can authorize the work to be completed.

Discussion Item #4: MLA Position paper

L. Ballard handed out a kit that MLA put together for libraries to use to keep the public and contact our representatives. The kit included a resolution and L. Ballard will make the need changes and bring it to the September board meeting. There will be a rally on September 10th at the state capital to support libraries in Michigan and keeping the State Library in tack. MLA is asking everyone to wear red to the rally and we will ask staff to wear red also. We will also be having bookmarks made to give patrons with information on how they can contact their Representatives.

Discussion Item #5: Damage to Library property

L. Ballard gave an overview of the false fire alarm the previous week. It cost \$333.44 to fix the broken alarm pull. Our first false alarm is free, but any more until after the New Year will cost \$360.00. We will move the stool away from the water fountain and will see if there is another more child proof cover.

Reports –

Policy Committee – None

Finance Committee – Budget

Personnel Committee – None

Art Committee – Will meet October 1st. Meg Gower is going to work on a plan for moving some of the cedar trees that are next to the Merkel property and surrounding the dumpster to another place on the property. L. Fox informed the board that the CCA would be installing a mural on the Merkel wall facing the library and that Tim Merkel wanted some the trees removed. We are not planning on moving all of the trees. All the left over doors from the library opening have been moved. We are having the picture of Elisha McKune framed and L. Fox will approach the McKune family relatives about covering the cost.

Friends of the Library– The Friends made approximately \$800 on the book sale, \$400 on the book cart and \$600 from a book dealer who purchased primo books before the sale. The Friends have funded several items from our “wish list”, the McKune 50th party, youth fall programming and will be asking for funds to have the missing Chelsea Standards put on microfilm. G. Zenz suggested that the Friends contact Sarah Conrad with the Interact group from CHS to help with the book sale.

DDA – The DDA would like to remove all 3 of the Longworth Plating buildings, and the Historical Society is looking for funding to keep at least the Stable part (farthest from Main Street) of the building. Bill will attend the meeting on Thursday morning.

Chamber – None

Rotary – Supporting the “Run for the Rolls” before the Chelsea Fair parade on Saturday, August 29th.

Lions – B. Harmer is looking for volunteers to sit in the dunk tank at the fair for the Lions Club.

Public Comment

None

Other Items

None

Adjourn:

MOTION made by G. Zenz, SECONDED by J. Miller to adjourn the meeting at 8:46 pm. MOTION PASSED UNANIMOUSLY.

Dawn Caplis

9-15-09

Dawn Caplis, Vice-President

Date