

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

Tuesday, September 15, 2009 6:45 p.m.  
Meeting Location: McKune Meeting Room

**Trustees in Attendance:** Dawn Caplis, Vice-President; Kristin van Reesema, Treasurer; Gary Zenz, Trustee; Mary Budzinski, Trustee; Janis Miller, Trustee; B. Harmer, Director.

**Trustees Absent:** Kathy Frisinger, Secretary; Lynn Fox, President; both with notice  
A quorum was present.

**Guests:** Jennifer Kundak and James T. Merkel.

**Staff:** T. Lancaster, Linda Ballard.

**Welcome and Call to Order**

D. Caplis called the meeting to order at 6:49 p.m.

**Agenda Review and Additions**

1. Staff/Board attendance at a fundraising/grant writing workshop- Discussion
2. MLA membership for trustees - Discussion
3. Committee meeting schedule – Discussion
4. Townships library card sign up day – Discussion
5. Damage to Library property – Discussion
6. Budget Hearing minutes - Compulsory

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

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by K. van Reesema, SECONDED by M. Budzinski to approve the minutes of the August 18, 2009 regular Board Meeting. MOTION PASSED UNANIMOUSLY.

MOTION made by K. van Reesema, SECONDED by M. Budzinski to accept the General Fund Operational checks. Discussion: Is the payment to Five Sparrows the final one? Do the 2 Fuller bills fall under the MA – No. What do we pay Hartford for? We have our Life, Short and Long Term disability insurance with Hartford. What is the payment for Chef Chris under Youth Programming Restricted Gifts, \$1,000.00 for? McKune 50<sup>th</sup> food. G. Zenz called the question. MOTION PASSED UNANIMOUSLY.

MOTION made by M. Budzinski, SECONDED by G. Zenz to approve the minutes of the August 18, 2009, 2010 Budget Hearing. MOTION PASSED UNANIMOUSLY.

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

B. Harmer updated the board on the following items: Fuller Heating: B. Harmer, L. Ballard and T. Lancaster met with Bruce Pratt to talk about non-Stainless Steel parts that are rusting out and the trough added to the chimney to collect condensation. MLA: The day before the rally (9-9-09) Governor Granholm amended her Executive Order to address many of MLA's concerns including prioritization of funding for MeL and MeLCat, respect for the role of the State Librarian and a commitment to seek librarians, historians and archivists to serve on the Michigan Center for Innovation and Reinvention (MCIR) Board. MLA will continue to fight to retain \$10 million in state aid, and work to keep the library of Michigan whole. There has also been discussion about keeping the genealogy and other references intact.

B. Harmer wanted to know what the board would like to add or subtract from the board packet. We can drop the Construction Budget from the financial portion.

D. Caplis, Vice-President welcomed Bill to his first board meeting as Director.

### **Public Comment**

T. Lancaster asked if the board wanted her to continue to make coffee or could hot water be provided for instant coffee and tea. The board agreed this was fine.

### **Communications**

Jennifer Kundak attended the previous school board meeting and thanked the library for picking up the extra duties since the school system is down to 1 librarian for 5 schools.

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

MOTION made by G. Zenz, SECONDED by J. Miller to approve the presented donations of \$16,170.00 and addition to the 2009 budget. MOTION PASSED UNANIMOUSLY.

### **Action Item #2: 2010 Budget Approval**

MOTION made by M. Budzinski, SECONDED by J. Miller to accept the recommended 2010 budget. MOTION PASSED UNANIMOUSLY.

### **Action Item #3: Investment Policy revision**

MOTION made by G. Zenz, SECONDED by D. Caplis to accept the recommended revision of the Investment Policy be approved. Discussion: D. Caplis wanted to know if we had a letter from the attorney recommending these changes. We have emails and the attorney markup of the policy for backup. The attorney only updated the policy to reflect changes in the law. The Finance Committee had made the recommendation of how to invest the money. The policy presented for approval is updated from the one in the board packet. MOTION PASSED UNANIMOUSLY.

### **Action Item #4: Resolution supporting MLA**

MOTION made by G. Zenz, SECONDED by K. van Reesema to approve the presented resolution supporting MLA. Discussion: M. Budzinski and L. Fox attended the rally in Lansing on September 10<sup>th</sup>. There was wonderful attendance by library supporters protesting the recommended changes by Governor Granholm. B. Harmer believes that the letter of support

from the State Librarian for our Oral History project helped us received the grant from the Chelsea Community Foundation. MOTION PASSED UNANIMOUSLY.

### **Discussion Item #1: Merkel curbing**

We received a quote from Krull Construction for the curbing along the Merkel building and it will put the amount allotted for resolving the Merkel water issue over the \$5,000.00 limit. K. van Reesema wanted to know if we received other bids. We did not.

MOTION made by G. Zenz, SECONDED by M. Budzinski to move the Merkel curbing to Action. MOTION PASSED UNANIMOUSLY.

MOTION made by G. Zenz, SECONDED by J. Miller to amend the previous amount of \$5,000 to \$5,796 and approve the work with the cost not to exceed \$4,646 to install curbing next to the Merkel building. Discussion: B. Harmer will start the process by contacting Krull Construction and let them know we have approved the bid and then they can contact Tim Merkel to set up the actual work. The project will be paid out of the Capital Improvement Fund. MOTION PASSED UNANIMOUSLY.

### **Discussion Item #2: Committee meeting schedule**

G. Zenz would like to see the committees meet only as needed and maybe change some to ad-hoc committees.

### **Discussion Item #3: Township library card signup**

Staff and board members held library card sign ups at Dexter and Sylvan townships on Monday. Dexter had 12 new cards and Sylvan had 10. Suggestions to do this again in December at tax time. Kudos to Peg Greisberger who organized the event. The staff and board members found from comments that we still have community members to win over.

### **Discussion Item #4: Fundraising/Grant workshop**

B. Harmer gave the board some information on a Fundraising/Grant workshop sponsored by PLA in October that he and Lynn will be attending.

### **Discussion Item #5: Trustee membership in MLA**

B. Harmer encourages all the trustees to become member in MLA so they have up to date information on what is happening with libraries across the state and especially with the changes the Governor is making.

### **Discussion Item #6: Damage to Library property**

L. Ballard contacted the Ann Arbor District Library and they file insurance claims for damage unless it was malicious and deliberate and then they file a police report and go to court to recover damage cost.

### **Reports –**

**Policy Committee** – Met last evening with Rebecca Davies who had a summary of our Personnel policies and the committee has requested some changes. Rebecca will get back to the

committee in 2 weeks and the committee will meet on October 12<sup>th</sup> at 5:30 to look over the policies for presentation to the full board.

**Finance Committee** – Covered the Investment policy during the board meeting.

**Personnel Committee** – Will schedule a meeting to go over the director 90 day evaluation paperwork.

**Art Committee** – Will meet again in October.

**Friends of the Library**– August book sale: \$900 at sale, \$300 from the cart and \$635 from a dealer. September book sale: \$838 at sale and \$350 from the cart. The September sale was held for the most part in the KidSpot due to the lift breaking. The Friends will have a table at the 50<sup>th</sup> celebration on Saturday. Jennifer Kundak invited the board to attend the next Friends of Michigan Libraries linking meeting which is October 29<sup>th</sup> in Ann Arbor.

**DDA** – B. Harmer went to the August 20<sup>th</sup> meeting and will attend this Thursday's meeting. He is also having lunch with Mike Jackson, DDA President tomorrow.

**Chamber** – B. Harmer and S. Wedell attended the Chamber breakfast this morning to network with community members and Bill went to lunch with Bob Pierce last week.

**Rotary** – B. Harmer will go to his 3<sup>rd</sup> meeting next week and then will be nominated for membership. G. Zenz is sponsoring him. B. Harmer is also a member of the Lions Club and G. Zenz is not sure if this will be a problem, but will recommend an exception if needed.

**Lions** – B. Harmer will not be able to attend their meetings, but will help out as needed with activities.

### **Public Comment**

Tim Merkel of Merkel Furniture asked the board to consider helping out with the water issue in the store basement and the board said they had already approved the curbing earlier in the meeting.

### **Other Items**

The attorney recommended that the library have a pandemic policy in place.

### **Adjourn:**

MOTION made by K. van Reesema, SECONDED by G. Zenz to adjourn the meeting at 8:29 pm. MOTION PASSED UNANIMOUSLY.

Dawn Caplis

10/20/2009

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Dawn Caplis, Vice-President

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Date