

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

Tuesday, October 20, 2009 6:45 p.m.  
Meeting Location: McKune Meeting Room

**Trustees in Attendance:** Lynn Fox, Dawn Caplis (during Director's report), Kathy Frisinger, Kristin van Reesema, Gary Zenz, Mary Budzinski, Janis Miller, B. Harmer.

**Trustees Absent:**

A quorum was present.

**Guests:** Theresa Whitaker and Jennifer Kundak.

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

**Welcome and Call to Order**

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

**Agenda Review and Additions**

1. Compulsories – Introduction: Sara Wedell, new head of Adult Services.
2. Reports – Policy Committee meeting date change.

MOTION made by K. Frisinger, SECONDED by J. Miller to approve the agenda as revised.  
Discussion: None. All Ayes 6-0.

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by G. Zenz, SECONDED by M. Budzinski to approve the minutes of the September 15, 2009 regular Board Meeting. Discussion: Shorter minutes. All Ayes 6-0.

MOTION made by K. van Reesema, SECONDED by G. Zenz to accept the General Fund Operational checks. Discussion: None. All Ayes 6-0.

**Director's Report:**

Update on McKune steps, trip to Auburn, Indiana, DDA meetings (Livery) and meeting with John Hanifan.

**Introduction:**

Sara Wedell our new Head of Adult Services introduced herself to the board.

B. Harmer would like to start having department heads give a "Wow Report" every other month.

**Public Comment**

Friends Jennifer Kundak introduced Theresa Whitaker, the new Friends secretary and spoke about National Friends of Libraries Week.

**Communications**

None

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

MOTION made by K. van Reesema, SECONDED by K. Frisinger to approve the presented donations of \$1,200.00 and addition to the 2009 budget. Discussion: None. All Ayes 7-0

**Action Item #2: 2009 Budget Adjustments**

MOTION made by G. Zenz, SECONDED by K. van Reesema to accept the presented adjustments to the 2009 budget. Discussion: Linda Sayers will make the expense adjustments. All Ayes 7-0.

**Action Item #3: 2009 Budget Adjustments**

MOTION made by M. Budzinski, SECONDED by K. Frisinger to accept the presented adjustments to the 2009 budget. Discussion: Corrected Action Item was handed out to the board for approval. All Ayes 7-0.

**Discussion Item #1: 2010 Board Retreat**

B. Harmer recommended that the retreat be schedule for 8:30-4:00 PM on Saturday, January, 23, 2010. Chelsea School District will supply the meals. Maybe the board retreat for 2011 could be scheduled for October 2010.

**Discussion Item #2: Nominating Committee**

G. Zenz requested that board members email him regarding filling officer positions for 2010.

**Discussion Item #3: Merkel Building**

The curbing is done and Krull is waiting for the cement to settle and then they will caulk between the curb and building. B. Harmer discussed the drain with John Hanifan who then proposed at the DDA meeting the City move on this. B. Harmer read an email from Christine Linfield, City Engineer stating that the library would be responsible for coordinating and paying for the project and would be reimbursed by the City. G. Zenz responded to this email. The board would like to wait the agreed upon time before moving on the drain.

**Discussion Item #4: Library Director Evaluation**

The Personnel committee met on October 19<sup>th</sup> and reviewed the evaluation matrix for the Director 90 day review. The evaluations will be sent to staff on November 23<sup>rd</sup> and will due back to D. Caplis by December 4<sup>th</sup>, and will be presented at the December board meeting.

**Discussion Item #5: Library Director Reception**

L. Fox updated the board on the reception and will send an official invite to the staff.

**Discussion Item #6: Art Practice Statement**

This is for professional art pieces that would be displayed throughout the library. The Administrative Assistant will manage the calendar.

**Discussion Item #7: Capital Campaign**

The board will move next month to release 5 of the remaining Capital Campaign donors from their remaining pledges.

**Reports –**

**Policy Committee** – Change next meeting to November 2<sup>nd</sup> at 5:30.

**Finance Committee** – Next meeting will be January 5, 2010 at 5:45 to review investments.

**Personnel Committee** – Next meeting will be December 14, 6:45 to review director evaluations.

**Art Committee** – Next meeting will be December 3<sup>rd</sup> at 5:30.

**Friends of the Library** – Still in need of officers for 2010. Considering having book sales every other month and have more “primo” books for sale in the library lobby.

**DDA** – Reported earlier in meeting.

**Chamber** – Reported earlier in meeting.

**Rotary** – None.

**Public Comment**

None

**Other Items**

T. Lancaster asked officers to look at December check signing dates due to the New Year holiday schedule.

**Adjourn:**

MOTION made by G. Zenz, SECONDED by K. Frisinger to adjourn the meeting at 8:35 pm. All Ayes 7-0.

Katherine Frisinger

11/17/09

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Katherine Frisinger, Secretary

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Date