

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

Tuesday, November 17, 2009 6:45 p.m.
Meeting Location: McKune Meeting Room

Trustees in Attendance: Lynn Fox, Kathy Frisinger, Kristin van Reesema, Gary Zenz, Janis Miller, B. Harmer.

Trustees Absent:

Dawn Caplis, with notice and Mary Budzinski, without notice (*correction: with notice*). A quorum was present.

Guests: None

Staff: T. Lancaster, L. Ballard, K Persello.

Welcome and Call to Order

L. Fox called the meeting to order at 6:47 p.m.

Agenda Review and Additions

1. Discussion – Officer Candidate roster for 2010.
2. Discussion – Budget Adjustment

MOTION made by G. Zenz, SECONDED by J. Miller to approve the agenda as revised. Discussion: None. All Ayes: 5-0.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by K. Frisinger, SECONDED by K. van Reesema to approve the minutes of the October 20, 2009 regular Board Meeting. Discussion: None. All Ayes: 5-0.

MOTION made by J. Miller, SECONDED by K. van Reesema to accept the General Fund Operational checks. Discussion: Investment reporting, Performance to Budget current year to comparison difference. All Ayes: 5-0.

Director's Report:

Update on Teen incident, MLA & TLN: delivery cost to increase and drop ILL (Inter Library Loan), OCLC cost \$1,000.00 per year, IQ Life Safety for fire alarm monitoring, new website to go live December 1st.

Public Comment

None

Wow Report:

K. Persello gave a power point presentation of Youth and Teen programming.

Communications

None

Action Item #1: Acceptance of Donations

MOTION made by K. Frisinger, SECONDED by G. Zenz to approve the presented donations of \$30.00 and addition to the 2009 budget. Discussion: None. All Ayes: 5-0.

Action Item #2: Proposal for 2010 Board Retreat

MOTION made by K. Frisinger, SECONDED by K. van Reesema to accept the presented proposal for the 2010 board retreat on January 23, 2010 with cost for the facilitator not to exceed \$1,000.00. Discussion: We have \$1,000.00 in the 2010 budget to cover this. All Ayes: 5-0.

Action Item #3: Capital Campaign

MOTION made by G. Zenz, SECONDED by K. Frisinger to release five of the remaining Capital Campaign donors from their remaining pledges. Discussion: Change the 5th paragraph to read “after December 31, 2009”. All Ayes: 5-0.

Discussion Item #1: Township Supervisors

B. Harmer and J. Miller met with Dexter Township Supervisor, Pat Kelly and both felt it was a productive meeting. B. Harmer would like each trustee to set up a meeting with their Supervisor and himself. L. Fox will contact M. Budzinski and D. Caplis regarding this.

Discussion Item #2: Interim Director Agreement

B. Harmer and L. Ballard feel that Bill’s training was complete as of October 31st and that the Interim Director agreement is fulfilled.

MOTION made by G. Zenz, SECONDED by J. Miller to move the Interim Director agreement to action. Discussion: None. All Ayes: 5-0.

Action Item #4

MOTION made by G. Zenz, SECONDED by K. Frisinger to approve L. Ballard’s fulfillment of the Interim Director agreement between her and the CDL board of trustees. Discussion: None. All Ayes: 5-0.

Discussion Item #3: 2010 Holiday and Board Meeting Schedules

Move to action in December.

Discussion Item #4: TLN Plan of Service

The changes to the TLN plan of service agreement are mainly to protect the shared automation system and the monies funding it.

Action Item #5

MOTION made by K. Frisinger, SECONDED by G. Zenz to move the TLN Plan of Service agreement to action. Discussion: What date is the vote from the CDL needed? The board would like the old agreement so they can compare the changes. Motion was withdrawn and will move to action in December.

Discussion Item #5: Online Classes for Library Trustees

No action needed.

Discussion Item #6: Board Goals Follow Up

B. Harmer gave the board an update on the 4 goals for 2009. The trustees requested copies of B. Harmer's report.

Discussion Item #7: Officer Candidate roster

G. Zenz gave a preliminary roster for the 2010 officers: President, G. Zenz; K. van Reesema, Vice-President; K. Frisinger, Secretary; M. Budzinski, Treasurer. This will be a formal Discussion item in December.

Discussion Item #8: Budget Adjustment

The Technology department has request funds for 2009 to purchase 4 lap top computers for Managers. This would require a transferring \$4,500.00 from 920 Utilities to 980 Capital Expense.

MOTION made by K. Frisinger, SECONDED by G. Zenz to move the presented budget adjustment to action. Discussion: K. van Reesema was concerned that only 5 board members were present and could this be moved to next month for a decision. All Ayes: 5-0.

Action Item #6

MOTION made by G. Zenz, SECONDED by J. Miller to approve the budget adjustment of \$4,500.00 from 920 Utilities to 980 Capital Expense to the 2009 budget.
Discussion: None. All Ayes: 5-0.

Reports –

Policy Committee – L. Ballard and B. Harmer will be meeting with Rebecca from Foster Swift to review the personnel policies on Thursday, November 19th. The next Policy Committee meeting is January 11, 2010 at 5:30 PM.

Finance Committee – Next meeting is January 4th at 6:30 PM.

Personnel Committee – Board members have until this Friday to send any changes to the Director review to D. Caplis. D. Caplis will meet with T. Lancaster next week to email the reviews to the staff.

Art Committee – Next meeting is December 3rd at 5:30 PM.

Friends of the Library – Will have their annual meeting in January to elect new officers.

Public Comment

None.

Other Items

L. Fox reminded to the trustees to go through B. Harmer for request for items from the staff. She thanked the board for all their support during the last year. B. Harmer also informed the board that staff member Peg Greisberger will be leaving us as a full time employee but will be subbing as needed.

Adjourn:

MOTION made by G. Zenz, SECONDED by J. Miller to adjourn the meeting at 9:00 pm.
All Ayes: 5-0.

Katherine Frisinger
Katherine Frisinger, Secretary

12/15/2009
Date