

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

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

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

Trustees Absent: None. A quorum was present.

Guests: None.

Staff: T. Lancaster, L. Ballard.

Welcome and Call to Order

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

Agenda Review and Additions

None

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by K. van Reesema, SECONDED by K. Frisinger to approve the minutes of the November 17, 2009 regular Board Meeting. Correction: M. Budzinski absent with notice.

Approved as corrected.

All Ayes: 7-0.

MOTION made by K. van Reesema, SECONDED by M. Budzinski to accept the General Fund Operational checks. Discussion: Workers Comp refund.

All Ayes: 7-0.

Director's Report:

B. Harmer gave an update on the McKune chairs, HVAC and Purple Rose-CDL grant. We have a new full time staff member, Rachael Dreyer who has experience in local history projects and has worked at the Bentley. ILL (Inter Library Loan) has been dropped by TLN and we will replace it with loans from OCLC.

B. Harmer reported to the board that an operational change will be made effective January 1, 2010 when Linda Ballard will be named as Assistant Director. Linda will also retain her role as Head of Circulation. B. Harmer is now a member of Rotary. D. Caplis would like a little more detail in the Director's Report.

Public Comment: None

Communications: None

Action Item #1: Acceptance of Donations

MOTION made by K. Frisinger, SECONDED by G. Zenz to approve the presented donations of \$1,380.00 an addition to the 2009 budget. Discussion: The CEF grant is for Authors in April and combined program with the schools.

All Ayes: 7-0

Action Item #2: 2010 Holiday and Board Meeting Schedules

MOTION made by M. Budzinski, SECONDED by J. Miller to approve the presented 2010 Library Operations & Holiday schedule and the 2010 CDL Board meeting schedule. Discussion: G. Zenz asked about the staff in service in February, which B. Harmer reported will be similar in scope to the board retreat. All Ayes: 7-0

Action Item #3: TLN Plan of Service

MOTION made by K. Frisinger, SECONDED by G. Zenz to approve the revised TLN Plan of Service agreement as presented. Discussion: None. All Ayes: 7-0

Action Item #4 Budget carryover to 2010

MOTION made by M. Budzinski, SECONDED by G. Zenz to approve the presented budget carryover from 2009 to 2010. Discussion: Add restricted to the description to some of the lines. All Ayes: 7-0

Discussion Item #1: 2010 Library Board Officers

Correct dates and appointment for next month's approval.

Discussion Item #2: 2010 Library Board Committee roster

M. Budzinski and K. Frisinger to be re-sworn in at the January meeting. Please contact G. Zenz with any changes to the committee you would like to serve on. The changes that do have to take place are M. Budzinski, Chair of Finance and G. Zenz will be removed as Chair of Policy & Nominating.

Discussion Item #3: 2010 Board Retreat date change

B. Harmer asked the board to move the board retreat date into February, maybe the 6th or 13th? After discussion, it was decided that February 20th would work and be off site at St. Paul's United Church of Christ.

MOTION made by K. Frisinger, SECONDED by J. Miller to approve moving the 2010 board retreat to February 20, 2010 to Action.

Action Item # 5: Change 2010 Board Retreat date

MOTION made by J. Miller, SECONDED by G. Zenz to approve moving the 2010 board retreat to February 20, 2010 at St. Paul's United Church of Christ. All Ayes: 7-0

Reports –

Policy Committee – Waiting on Personnel Policies from Rebecca Davies.

Finance Committee – None.

Art Committee – Next meeting is February 4, 2010. There is a proposal to have community involvement in the building of the Pergola. The mission statement should read “the design approved by the library board.”

Friends of the Library – They have a slate for officers to vote on in January, but are still missing the vice-president position. Book sales will be every other month starting in 2010. They are looking to purchase or have made 2 bookcases for the lobby to house their book cart items. They are trying to determine how to get more involved members.

Personnel Committee – D. Caplis explained the process for the Director’s 90 day review. B. Harmer asked to go into closed session for his review.

MOTION made by G. Zenz, SECONDED by D. Caplis to move to close session for personnel evaluation at 7:48 PM. Roll call vote was taken. All Ayes: 7-0

MOTION made by K. van Reesema, SECONDED by G. Zenz to move to open session at 8:08 PM. Roll call vote was taken. All Ayes: 7-0

Public Comment

None

Other Items

None

Adjourn:

MOTION made by K. Frisinger, SECONDED by G. Zenz to adjourn the meeting at 8:09 pm. All Ayes:

Katherine Frisinger

1-19-2010

Katherine Frisinger, Secretary

Date