

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

Tuesday, February 18, 2014 6:45 p.m.  
Meeting Location: McKune Meeting Room

**Trustees in Attendance:** Susan Brown, Janis Miller, Elizabeth Sensoli, Robin Wagner, Jan Carr, Jerry Wilczynski, Director Bill Harmer.

**Trustees Absent:** Gary Zenz, with notice.

**Staff:** T. Lancaster and L. Ballard

**Guests:** M. Budzinski

**Welcome and Call to Order**

S. Brown called the meeting to order at 6:44 p.m.

**Agenda Review and Additions**

1. Swearing in of Trustee Jerry Wilczynski
2. Appoint a replacement secretary for the meeting.
3. Move order of business – Action Item #2 to after Discussion Item # 2.
4. Move policy discussion to action.
5. Move director evaluation forms to action.

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

**Swearing in of new Trustee**

Terri Lancaster performed the swearing in of new Lyndon Township Trustee, Jerry Wilczynski.

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by R. Wagner, SECONDED by J. Miller to approve the minutes of the January 21, 2014 Board Meeting. Discussion: None All Ayes: 5-0 & 1 abstaination

MOTION made by R. Wagner , SECONDED by E. Sensoli to accept the General Fund Operational checks for January 2014. Discussion: Question from R. Wagner on the difference in revenue & personnel expenses from 2013 to 2014. This is the timing on when tax revenue was received and when payroll was paid. There were 2 handouts from M. Budzinski.  
All Ayes: 6-0

**Director's Report Update:**

B. Harmer updated his director report:

The library's bond rating was affirmed at AA-. The Economic Impact Research study will have financial commitment from ProQuest and will we need buy in from our colleagues. B. Harmer will be attending PLA March 11-15 in Indianapolis, IN. There is a new item at the top of the Director's report – Did you know? The microfilm of all of the Chelsea newspapers has been hand delivered to Graphic Sciences in Madison Heights. We will still have the microfilm on

hand for viewing after they have been scanned. J. Carr will be helping on Friday with the broadband surveys. There are over 1000 that need to be entered into Survey Monkey. J. Carr was please that she was able to access Consumers Reports online through the library website. R. Wagner – kudos to P. Roberts for finding out that we had an excess of prepaid postage at the Post Office for mailing out the newsletters.

**Presentation: Budget Planning Process/Library Accounting – B. Harmer & M. Budzinski**

B. Harmer presented a basic budget overview slideshow for the board. This included the calendar for developing the 2015 budget (dates in 2014), the district revenue worksheet, Headlee amendment, TIFA – DDA tax, bond refinancing in 2012. M. Budzinski went over the history of the library's financial funds & how we have managed our tax dollars. She presented a Fund Account slideshow with a breakdown of what monetary funds that make up the General Fund and what is the Debt Service Fund. Having the Investment Change in Value in the budget has caused some issues especially in 2013 when the change was a negative. The reduction in the Capital Improvement Fund is due to transferring \$69,000.00 of this to the 2013 budget to cover capital expenses for technology.

**Public Comment:**

None

**Action Item #1: Donations for January**

MOTION made by E. Sensoli, SECONDED by R. Wagner to accept and allocate the general donations for January 2014 in the amount of \$1,645.00 and accept the general donations already allocated of \$2,700.00. Discussion: Does the board have to approve donations, even if we have a lump sum in the donation income line in the budget? B. Harmer will ask the auditor about this. All Ayes: 6-0

**Action Item #3: Correction to Budget Carry-Over from 2013 to 2014**

MOTION made by J. Carr, SECONDED by J. Miller to accept the presented correction to the budget adjustments for the newspaper digitization project from \$9935.00 to \$9335.00 Discussion: The presented amount last month was incorrect. All Ayes: 6-0

**Discussion Item #1 Director's Annual Review**

J. Miller thanked the Personnel Committee for their work on evaluation forms, streamlining them. Every staff member will be required to put their name on the evaluation; will there be confidentially for staff? L. Ballard asked if the questions follow the Director's job description.

MOTION made by J. Wilczynski, SECONDED by J. Miller to move the revision of the Director's Annual review to action. Discussion: None All Ayes: 6-0

**Action Item #4: Director's Annual Review**

MOTION made by J. Wilczynski, SECONDED by R. Wagner to approve the revised evaluation forms for the Director's Annual review, to include reviewing the Director's job description, add a confidentially statement and meeting with the direct reports to B. Harmer. Discussion: None All Ayes: 6-0

**Discussion Item #2: Policy Modifications**

The Policy committee met with B. Harmer & L. Ballard and has proposed updates to four policies to present to the board. S. Brown would like each policy voted on separately.

MOTION made by E. Sensoli, SECONDED by J. Miller to move the presented revisions of employee handbook policies #105 Leave of Absence to action. Discussion: This policy had a full accounting of the FMLA (Family & Medical Leave Act) written out. We are subject to the act, but our employees do not qualify. A statement with this information will replace the full overview of the act. All Ayes: 6-0

**Action Item #5: Revision of Policy #105 Leave of Absence**

MOTION made by J. Carr, SECONDED by E. Sensoli to approve the presented revisions of employee handbook policy #105 Leave of Absence. Discussion: None All Ayes: 6-0

MOTION made by E. Sensoli, SECONDED by J. Carr to move the presented revisions of employee handbook policy #102 Benefits to action. Discussion: With the Affordable Care Act in place any person who is eligible for medical coverage but doesn't take it from their place of employment, are not eligible for subsidies through the ACA. By removing the health insurance option for employees that work 15 hours or more from the policy they can qualify for subsidies. All Ayes: 6-0

**Action Item #6: Revision of Policy #102 Benefits**

MOTION made by J. Miller, SECONDED by R. Wagner to approve the presented revisions of employee handbook policy #102 Benefits. Discussion: None All Ayes: 6-0

MOTION made by J. Wilczynski, SECONDED by J. Carr to move the presented revisions of employee handbook policy #107 to action. Discussion: This is a revision to the paid holidays that employees receive each year. It will remove Martin Luther King, Jr. Birthday and add President's Day. All Ayes: 6-0

**Action Item #7: Revision of Policy #107 Paid Holidays**

MOTION made by J. Wilczynski, SECONDED by E. Sensoli to approve the presented revisions of employee handbook policy #107 Paid Holidays. Discussion: None All Ayes: 6-0

MOTION made by E. Sensoli, SECONDED by J. Wilczynski to move the presented revisions of employee handbook policy #108 Paid Time Off to action. Discussion: An updated maximum # of allowable banked hours was handed out to the board. Board members had concerns over some of the wording throughout this policy and that the earned chart was in days and the bank chart was in hours. After much debate it was agreed to move the presented changes to action and to address other concerns at a later time. All Ayes: 6-0

**Action Item #8: Revision of Policy #108 Paid Time Off**

MOTION made by J. Miller, SECONDED by R. Wagner to approve the presented revisions of employee handbook policy #108 Paid Time Off. Discussion: None All Ayes: 6-0

**Discussion Item #3: Board Retreat**

B. Harmer has suggested that the agenda for the 2014 retreat include a Strategic Plan update and looking at two budgets for 2015. The board retreat is April 12<sup>th</sup>.

**Agenda Revision**

MOTION made by J. Wilczynski, SECONDED by R. Wagner to approve the addition of Action Item #9 – Wage Range Adjustments to the agenda. Discussion: The new wage ranges were presented at the January meeting and weren't added to the February agenda.

All Ayes: 6-0

**Action Item #9: New Wage Ranges**

MOTION made by R. Wagner, SECONDED by J. Miller to approve the presented new wage ranges. Discussion: The new ranges were presented to the board in January from data collected from the salary survey done by the Michigan Municipal League.

All Ayes: 6-0

**Action Item #2: Budget Adjustment for 2014 (moved in revised agenda)**

MOTION made by J. Carr, SECONDED by J. Wilczynski to approve the adjustment to the 2014 budget of \$3,500.00 from account #801.092 to # 701.101. Discussion: This adjustment along with what is already in the 2014 budget will cover all but \$4,000.00 of the wage adjustments and policy changes.

All Ayes: 6-0

**Committee & Friends Reports**

**Friends of the Library** – B. Harmer will email the report from the Friends Annual meeting to the board.

**Policy Committee** – Next meeting is scheduled for February 27<sup>th</sup> at 3:30 pm in the Director's office.

**Finance Committee** – Next meeting is scheduled for February 19<sup>th</sup> at 10:00 am in McKune.

**Personnel Committee** – Next meeting is scheduled for February 25<sup>th</sup> at 3:30 in McKune

**Art Committee** – No Report

**Fundraising Committee** – No Report

**Nominating Committee** – No Report

**Public and Board Comment:**

None

**Other Items:**

Approved appendices for the Governance section of the Policy manual and an updated Table of Contents were given to board members to put in their binders.

**Adjourn:** MOTION made by J. Wilczynski, SECONDED by E. Sensoli to adjourn the meeting at 10:09 p.m.

All Ayes: 6-0

Elizabeth Sensoli

3/18/14

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Elizabeth Sensoli, President-Elect

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Date