

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

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

**Trustees in Attendance:** Susan Brown, Janis Miller, Elizabeth Sensoli (arrived 8:05), Gary Zenz (left after discussion #6), Jan Carr, Director Bill Harmer.

**Trustees Absent:** Robin Wagner & Jerry Wilczynski, with notice.

**Staff:** T. Lancaster

**Guests:** M. Budzinski-Bookkeeper, K. van Reesema, Anne Merkel, John Budinger & Marie Brooks-Friends of CDL President.

**Welcome and Call to Order**

S. Brown called the meeting to order at 6:45 p.m.

**Agenda Review and Additions**

1. Discussion #5 Board Resolution: Consideration of resolution language against mineral mining in Lyndon Township.
2. Discussion #6 Board Resolution: Special Millage Proposal language.

MOTION made by G. Zenz, SECONDED by J. Miller to approve the agenda as revised.  
Discussion: None All Ayes: 4-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by J. Carr, SECONDED by J. Miller to approve the minutes of the February 18, 2014 Board Meeting. Discussion: None All Ayes: 4-0

MOTION made by G. Zenz, SECONDED by J. Miller to accept the General Fund Operational checks for February 2014. Discussion: Questions – J. Carr – Cleaning cost, isn't this expensive? No, "A Production" was the most affordable. S. Brown – Why are non-resident fees greater in 2014 than in 2103? Fee reporting floats according to when patrons pay or new patrons are added. Telecom line item – The timing and amount reported depends on when we receive our E-rate rebate from TLN. Checking to Money Market, this depends on when tax money is received. All Ayes: 4-0

**Director's Report Update:**

B. Harmer updated his report:

PLA – had a great time with over 100 attending his Geek presentation. What stood out was how many things were going on in Indianapolis besides PLA, Big 10 Men's Basketball Tournament, and a Comic Convention. Attending talk by David Sedaris and met colleagues from the South Africa trip. A conference entitled "The Next Library" will be held in Chicago this June. What's trending now - Jessica Schmidt, our new youth & teen librarian, was recently published in the School Library Monthly with an article on Marker's Maker's Spaces.

The 2013 audit should be received this week. B. Harmer will conduct his Management Discussion & Analysis. State Aide to libraries has a minor increase for 2014. Personal property tax replacement is in a state bill at 100%. Broadband surveys were a success. The company that has been working with the committee stated that this was the highest rate of survey return they had seen. Status: 3000 surveys received. AT&T has contacted Lima & Webster Townships regarding tower installations. Linda Ballard will be on leave of absence for two weeks. J. Carr asked when the results of the Broadband survey will be available to the townships that participated. M. Bell thinks they might be available around mid-April. S. Brown asked about the possible change for a DDA opt out – B. Harmer doesn't think it is likely to pass. B. Harmer & L. Ballard along with supervisors met with each staff member to go over the PTO changes and salary adjustments.

Author's In Chelsea is next week. The Summer Reading Program (SRP) is in process. The start date is to be determined when the school district identifies the last day of school. The team is close to choosing a book for the Community Read. Bill announced that the event will receive \$2,000 less from the Wellness Foundation. The Midwest Literary Walk will take place at the River Gallery, Alehouse, Library & Purple Rose. G. Zenz commented that K. Persello & E. Donnell did a fabulous presentation of the Authors in Chelsea program to the Rotary Club of Chelsea.

#### **Public Comment:**

Terri - we need someone to sign checks next week. S. Brown will do so. J. Miller announced that Pat Kelly has stepped down as Dexter Township Supervisor and the Jim Drolett will be the interim until the fall election.

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

MOTION made by J. Miller, SECONDED by J. Carr to accept and allocate the general donations for February 2014 in the amount of \$550.00. Discussion: J. Carr questioned why the Board takes action to approve donations when not obliged to do so? Board members affirmed the practice as a means to acknowledge and recognize donors for their financial support..

All Ayes: 4-0

#### **Discussion Item #1: Policy Modifications**

#108 Paid Time Off - some minor changes suggested by J. Carr.

#310 Classifications – the only change is the addition of paragraph #3 under part C.

#151 Public Comment – strengthening the policy and match it with the bylaws.

#153 Role of Committee Chairs – add 5<sup>th</sup> bullet under Chair of a committee and remove the 3<sup>rd</sup> bullet under Library director.

#310 Request for Reconsideration – some minor changes suggested by the board.

#320 Materials Selection – this is a major change. This was part of our strategic plan and this policy had not been reviewed since 1991. S. Brown – she wasn't aware that we make book deliveries and who does this? Adult services librarian Cathy Kamil handles the deliveries.

#531 Grants – removal of some unneeded wording.

MOTION made by J. Carr, SECONDED by J. Miller to move the presented revisions to employee handbook policies #108 Paid Time Off & #310 Classifications and library policies #151 Public Comment, #153 Role of Committee Chairs, #310 Request for Reconsideration, #320 Materials Selection, #531 Grant to action. Discussion: None All Ayes: 4-0

### **Action Item #2: Revision of Employee Handbook Policies & Library Policies**

MOTION made by G. Zenz, SECONDED by J. Carr to approve the presented revisions with modifications of employee handbook policies #108 Paid Time Off & #310 Classifications and library policies #151 Public Comment, #153 Role of Committee Chairs, #310 Request for Reconsideration, #320 Materials Selection, #531 Grant . Discussion: None All Ayes: 4-0

### **Discussion Item #2 Director's Annual Review**

J. Miller went over the timeline for B. Harmer's review. The performance review has been greatly streamlined. All Board members are asked to complete the review and return to the Personnel Committee by March 28<sup>th</sup>. The Personnel Committee will meet April 4<sup>th</sup> to compile the results. Bill will submit his "self review" by April 7<sup>th</sup>. A summary of Bill's performance review will be emailed to the Board April 7<sup>th</sup>. B. Harmer's review will take place at the board retreat on April 12<sup>th</sup>. J. Carr met with the staff that directly report to B. Harmer and answered any questions they had.

### **Discussion Item #3: Budget Adjustments - March**

T. Lancaster explained that this is to make adjustments to the budget for funds that the librarians were requesting from the Friends either higher or lower than originally planned.

MOTION made by G. Zenz, SECONDED by J. Miller to move the March budget adjustments to action. Discussion: None All Ayes: 4-0

### **Action Item #3: Budget Adjustments - March**

MOTION made by J. Carr, SECONDED by J. Miller to approve the presented March budget adjustments. Discussion: None All Ayes: 4-0

### **Discussion Item #4: Board Retreat**

B. Harmer suggested the content of the 2014 Board Retreat agenda as follows: Strategic Plan update, lunch break, 2015 budget planning process and then the director's review. The board retreat is April 12<sup>th</sup> 9:00-3:00 PM.

### **Discussion Item #5: Board Resolution: Consideration of resolution language against Mineral Mining in Lyndon Township.**

S. Brown will be drafting a board resolution that will be added to others from the community, City, DDA, School district, Chamber of Commerce, etc. stressing why the approval of the mining operation in Lyndon Township would be detrimental to the library. The resolution will focus on hitting the four categories, listed by law, that the township considers in the approval process. S. Brown suggested that the staff need to give their input also regarding how this will affect programming, etc.

### **Discussion Item #6: Board Resolution: Special Millage Proposal language**

B. Harmer handed out the proposed ballot language for the millage proposal for the board to review. This would be a 6-year millage. The board would like to know what the DDA boundaries are and would like an example of what the increase would be for a \$100,000.00 home. The estimated new revenues are based on the 2013 property values. A time line for the millage was also handed out and this was sent on to the county clerk who was pleased to receive this in advance so they are prepared for the ballot resolution. Will there be other items on the August ballot? It is a primary and the personal property tax proposal will be on the ballot. J. Miller informed the board that Dexter Township will have a Fire & Police millage renewal on the ballot.

B. Harmer gave a PowerPoint presentation on the impact the additional millage would have on library operations. This included how each budget line would be affected. G. Zenz wondered if this could include awarding our summer interns a scholarship.

**Committee & Friends Reports**

**Friends of the Library** – Membership is up by 20 persons this year. The Friends are considering a project proposal for to build four, "Little Libraries". This program was started by a Rotarian and is being replicated worldwide. The Board supported the concept and discussed whether the building of these "Library Houses" could be an Eagle Scout project? The tentative Barn Bash date is July 26<sup>th</sup>. T. Lancaster reminded the board that this was the weekend of Chelsea's Summer Fest. The Friends will have to look at another date.

**Policy Committee** – No meeting is scheduled at this time.

**Finance Committee** – Next meeting will be scheduled in April sometime.

**Personnel Committee** – Next meeting is scheduled for April 4th in McKune.

**Art Committee** – No Report

**Fundraising Committee** – No Report

**Nominating Committee** – No Report

**Public and Board Comment:**

None

**Other Items:**

**Adjourn:** MOTION made by J. Carr, SECONDED by E. Sensoli to adjourn the meeting at 9:00 p.m. All Ayes: 4-0

Gary Zenz

4/29/2014

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Gary Zenz, Board Secretary

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Date