

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

Tuesday, May 20, 2014 6:45 p.m.
Meeting Location: McKune Meeting Room

Trustees in Attendance: Susan Brown, Janis Miller, Elizabeth Sensoli, Gary Zenz, Jerry Wilczynski, Director Bill Harmer.

Trustees Absent: Jan Carr, Robin Wagner – with notice.

Staff: T. Lancaster & L. Ballard

Guests: M. Budzinski-Bookkeeper, Roger Hitchcock & Jamie Rabe with Andrews Hooper Pavlik, PLC and Nancy Neff.

Welcome and Call to Order

S. Brown called the meeting to order at 6:43 p.m.

Agenda Review and Additions

1. Add Closed Session meeting minutes from April 12, 2014 to the compulsory segment.

MOTION made by J. Wilczynski, SECONDED by J. Miller to approve the agenda as revised.

Discussion: None

All Ayes: 5-0

Presentation of 2013 Audit

Roger Hitchcock & Jamie Rabe of Andrews, Hooper & Pavlik, PLC. presented the 2013 audited financials for the Chelsea District Library.

B. Harmer: The audit went great! Jamie & Elizabeth were very professional and easy to work with. Mary Budzinski & T. Lancaster are a great internal team. Roger Hitchcock gave the board an overview of the 2013 audit. G. Zenz had a question on what amount was left over from the 2013 budget that could be moved to 2014 - \$691.00. Jamie Rabe went over the two required documents with the board. No adjustments had to be made by the auditors to the 2013 audit. J. Miller suggested that the favorable audit results be a talking point for the millage campaign.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by G. Zenz, SECONDED by E. Sensoli to approve the minutes of the April 29, 2014 Board Meeting. Discussion: None

All Ayes: 5-0

MOTION made by J. Miller, SECONDED by J. Wilczynski to approve the minutes of the April 12, 2014 Board Retreat. Discussion: None

All Ayes: 5-0

MOTION made by E. Sensoli, SECONDED by G. Zenz to approve the minutes of the April 12, 2014 Closed Session. Discussion: None

All Ayes: 5-0

MOTION made by G. Zenz, SECONDED by E. Sensoli to accept the General Fund Operational checks for April 2014. Discussion: The investments were down a little in April. G. Zenz – when does State Aide come? Usually around April/May & August. Are there any

alarms in the budget performance year to date? No. Will we do an annual appeal letter – under consideration. Donations look like they are down – not really they are tracking equal to last year. Questions: Zinio payment – this is a once a year payment. Uberflip is an online website that hosts our annual report in a way that makes it easy for patrons to read. ENews – this was paid with the credit card (KeyBank). All Ayes: 5-0

Director's Report Update:

B. Harmer sent out an email to the CDL Board, Friends of the CDL and the millage committee inviting them to come to the staff in-service meeting to hear the presentation by Shirley Buursema on May 30th. This is an opportunity for everyone to hear from an expert. She will go over what staff can and cannot do or say while working or on library property.

Mary Jane Eder contacted Bill to say what a great job the library did on the “Deny the Mine” resolution they approved. It was the best piece of support they have received and will use it as a model for others to show their support. Bill talked to Pete Flintoft and he would advise us if he was our lawyer to not put a “Deny the Mine” sign on library property. If the “Friends of Lyndon Township & Chelsea” should become incorporated we could possibly post some of their info. Lyndon Township decided to delay the decision on the mine for 6 months as several studies have just finished and the data needs to be analyzed. McCoig's responses to the questions from Lyndon Township will be available on Tuesday May 26th.

“May The 4th Be With You” went well with 3 to 4 times more people than last year. Ron Andrews has been camping in the lobby and showing people Zinio and signing them up. We will have 2 interns this summer, Megan Truskowski in the adult department and Emily Krueger in the youth department. J. Miller and S. Brown commented on the excellent job on the summer newsletter, it is stunning and full of content.

We have a new State Librarian – Randy Riley. G. Zenz and B. Harmer attended the Rotary conference on Mackinaw Island. G. Zenz asked about the circulation and attendance numbers being down from last year and asked if we are concerned about this down tick? No, with the hard winter everyone's attendance numbers are lower.

Public Comment:

T. Lancaster gave the board the updated Table of Contents and the revised Personnel & Library polices for their binders.

Action Item #1: 2013 Audit

MOTION made by G. Zenz, SECONDED by J. Miller for the board to approve the 2013 Chelsea District Library audit. Discussion: None All Ayes: 5-0

Action Item #2: Donations for April

MOTION made by E. Sensoli, SECONDED by J. Miller to accept and allocate the general donations for April 2014 in the total amount of \$5,130.00. Discussion: The board asked about the difference in the 2 parts of the donations sheet. Some of the monies were already in the income & expense lines of the budget and some were only in the income side and need to be added to the expense side. The board noted how much the Friends have donated to the library. It was noted that staff and the authors performing, need to push book sales at the next Midwest Literary Walk. All Ayes: 5-0

Discussion Item #1: Policy Modifications

L. Ballard went over the requested changes to Personnel policy #105 - Leave of Absence. When the FMLA (Family Medical Leave Act) was shortened the line about not receiving holiday pay when on leave was removed. This needs to be added back in.

MOTION made by G. Zenz, SECONDED by J. Miller to move the presented policy modifications – Personnel policy #105 Leave of Absence to action. Discussion: None
All Ayes: 5-0

Action Item #3: Approval of Policy Modifications

MOTION made by E. Sensoli, SECONDED by J. Miller to approve the presented modifications to Personnel policy #105 Leave of Absence. Discussion: None
All Ayes: 5-0

Committee & Friends Reports

Friends of the Library – Nancy Neff was in attendance and reported out for the Friends. The book sale went very well as well as the “May the 4th Be With You”. Print-Tech has donated the printing of address labels for the Barn Bash. The Friends have received checks from both online sales companies. The Purple Rose is doing their fund raiser on the same day we were going to do ours again this year.

Policy Committee – No meeting is scheduled at this time.

Finance Committee –The committee met with the management team and the auditors to review the 2013 audit in preparation for the board meeting. Their next meeting will be scheduled for June 3, 2014.

Personnel Committee –No Report

Fundraising Committee – No Report

Nominating Committee – No Report

Public and Board Comment:

None

Other Items:

None

Adjourn:

MOTION made by J. Miller, SECONDED by G. Zenz to adjourn the meeting at 7:58 p.m.
All Ayes: 5-0

Gary F. Zenz

6/17/2014

Gary Zenz, Board Secretary

Date