

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

Tuesday, August 26, 2014 6:45 p.m.  
Meeting Location: McKune Meeting Room

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

**Trustees Absent:** Elizabeth Sensoli – with notice.

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

**Guests:** Shauna Mote, Jennifer Kundak, Mary Budzinski, Julia Strimer, Nancy Neff, Marie Brooks, & Alan Scafuri from Chelsea Update.

**Welcome and Call to Order**

S. Brown called the meeting to order at 8:12 p.m.

**Agenda Review and Additions**

1. Move Friends report to the first part of the meeting.

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

Discussion: None

All Ayes: 6-0

**Friends of the Library** – The Friends and staff are working to create a “Walking Dead” program. The Friends and the Chelsea Area Chamber of Commerce are planning a “Business after Hours” at the library. The Friends are collaborating with the city of Chelsea to fabricate and install “Little Libraries” around the city. Nancy Neff and Melanie Bell have worked together to set up “PayPal” on the Friends website. Marie is looking for a free "membership management" software program to enable prospective members to join the Friends online. J. Carr mentioned that there “Little Libraries” have been a success on the Detroit River Walk. She saw people reading and the library boxes were well maintained. The Friends next meeting is September 6<sup>th</sup> and all are welcome.

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by J. Wilczynski, SECONDED by J. Carr to approve the minutes of the July 15, 2014 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by J. Miller, SECONDED by R. Wagner to accept the General Fund Operational checks for July 2014. Discussion: R. Wagner wondered about the circulation fines being 10% lower than last year at this time? Response: Reporting lag time. Since patrons can pay fines via PayPal we receive re-imburement from TLN (The Library Network) quarterly. All Ayes: 6-0

**Director’s Report Update:**

B. Harmer highlighted the following items from his report: A reporter & photographer met with B. Harmer & P. Roberts to do an article on the library millage. After talking to people in the community before the interview and getting such positive feedback the reporter decided to shift his focus to what the library is doing in the community.

This week the leadership team is interviewing candidates to fill the Head of Adult Services position recently vacated by Sara Wedell. The leadership team also hired youth summer intern, Emily Brock, to fill the position vacated by Peg Greisberger's retirement. J. Miller asked who was on the interview committee. Response: B. Harmer, L. Ballard, K. Persello & T. Lancaster. The kick off for the Community Read is September 6<sup>th</sup> at the Grass Lake Heritage Days from 10-2. To go with the theme of "Connect with others", we will have a giant Scrabble game in the library foyer.

R. Wagner commented that it was great that Emily Meloche was presenting at the 2014 MLA conference this fall.

B. Harmer directed the boards attention to the pledge letter received from the Chelsea Milling Company "Jiffy Mix". The three year pledge of \$10,000/year demonstrates the Chelsea Milling Companies continued support and commitment to the success of the library.

**Public Comment:**

Shauna Mote commented on several access items: 1) appreciation that the library assistant moved to the lower check out desk to provide service 2) concerns that the lift operation has been problematic and may stick in the down position not allowing for her egress in an emergency situation 3) speech intelligibility in the McKune room being difficult. She has attended meeting rooms that provide hearing aid amplification through a perimeter wire. 4) appreciation that the first floor bathroom will receive an automatic door opener. J. Carr responded to the problem of hearing difficulties in McKune room that the Adult Learners use portable and lapel microphones for voice amplification.

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

MOTION made by J. Carr, SECONDED by J. Miller to accept and allocate the general donations for July 2014 in the total amount of \$15,782.00. Discussion: None. All Ayes: 6-0

**Committee & Friends Reports**

**Policy Committee** No Report

**Finance Committee** – B. Harmer will send out an email to schedule their next meeting to review the quarterlies and the retirement plan.

**Personnel Committee** – No Report

**Fundraising Committee** – No Report

**Nominating Committee** – No Report

**Public and Board Comment:**

None

**Other Items:**

None

**Adjourn:**

MOTION made by G. Zenz, SECONDED by J. Miller to adjourn the meeting at 8:32 p.m.

All Ayes: 6-0

Gary F. Zenz

9/16/2014

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Gary Zenz, Board Secretary

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Date