

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

Tuesday, January 20, 2015 6:45pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: Susan Brown, Elizabeth Sensoli, Robin Wagner, Jan Carr, Jerry Wilczynski, Charlie Taylor & Bill Harmer, Director.

Trustees Absent: Gary Zenz – with notice.

Staff: J. Schmidt, M. Kinner, T. Lancaster & L. Ballard.

Guests: Tara Tyler & Colleen Kuehnel from MERS, Mary Budzinski.

Welcome and Call to Order

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

Agenda Review and Additions

1. Action Item #1 – additional wording - Carryover to 2015
2. Discussion #4 – backup paper work.

MOTION made by E. Sensoli, SECONDED by J. Wilczynski to approve the agenda as amended. Discussion: None All Ayes: 6-0

Swearing in of new trustee:

Honorable Richard E. Conlin, Chief Judge of 14A District Court presided over the swearing in of Charlie Taylor the new Chelsea District Library trustee from Dexter Township.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by C. Taylor, SECONDED by E. Sensoli to approve the minutes of the December 16, 2014 Board Meeting. Discussion: Correction to discussion item #4 “If the employee contributed to the 401a it would be before tax, the 457b is before tax.”

All Ayes: 6-0

S. Brown will take minutes for the meeting due to G. Zenz absence.

MOTION made by J. Carr, SECONDED by E. Sensoli to accept the General Fund Operational checks for December 2014. Discussion: Comments from the board on the excellent job of budgeting & bookkeeping. The 2014 year end had significant surplus, a dramatic improvement over 2013 when the budget was much tighter. Taylor is impressed with the amount of detail in the budget. All Ayes: 6-0

Director’s Report Update:

B. Harmer updated his report: The 2014 audit is coming up in February and then the 2016 budget will follow right behind. B. Harmer has been approached to run for president of MLA (Michigan Library Association). He gave the board a brief summary of what is happening in Lansing with bills that will affect libraries.

Public Comment:

None

Action Item #1: Donations for December 2014

MOTION made by J. Wilczynski, SECONDED by E. Sensoli to accept and allocate the general donations for December 2014 in the total amount of \$200.00 and carryover these donations to 2015. Discussion: Correction on the fact sheet, the total should be \$200.00

All Ayes: 6-0

Action Item #2: 2015 Board Officers

MOTION made by R. Wagner, SECONDED by J. Carr to approve the presented 2015 slate of board officers: E. Sensoli – President; Jerry Wilczynski – President Elect; Robin Wagner – Treasurer; Gary Zenz – Secretary. Discussion: None

All Ayes: 6-0

New president Elizabeth Sensoli took over the meeting.

Action Item #3: 2015 Board Committees

MOTION made by S. Brown, SECONDED by C. Taylor to approve the presented 2015 Board committees. Discussion: None

All Ayes: 6-0

Discussion Item #1: 401A Matching Plan Program Issue

R. Wagner noted how happy he was when the staff at the December meeting broke out in applause when the board passed the retirement plan. A discussion took place due to a change in our understanding of how the plan is funded. Policy committee presented four options (see handout). MERS representatives Tara Tyler and Colleen Kuehnell were on hand to answer any questions regarding the options.

MOTION made by J. Wilczynski, SECONDED by S. Brown to move the requested changes to the 401A Matching Retirement plan to action.

All Ayes: 6-0

Action Item # 4: 401A Matching Retirement Plan Program

MOTION made by J. Wilczynski, SECONDED by C. Taylor to approve the requested changes to the 401A Matching Retirement plan and to go with option #1 – all employees to receive 0.5% and to match up to 5%. Discussion: R. Wagner thanked Tara & Colleen for working with the finance committee and B. Harmer thanked the Finance Committee, L. Ballard and Mary Budzinski for all their work on the retirement plan.

All Ayes: 6-0

Discussion Item #2: MERS 457 Retirement Plan Resolution

The current 457B retirement plans with Nationwide & Security Benefits would stop and the library would only use the plan with MERS. Colleen clarified that contributions to the 457 B plan can only be made through an employer.

MOTION made by R. Wagner, SECONDED by S. Brown to move the MERS 457 Retirement plan resolution to action. Discussion: None

All Ayes: 6-0

Action Item # 5: 457 Matching Retirement Plan Resolution

MOTION made by S. Brown, SECONDED by J. Wilczynski to adopt the MERS 457 Retirement plan resolution for Chelsea District Library. Discussion: None All Ayes: 6-0

Discussion Item #3: MERS Defined Contribution Plan Resolution

MOTION made by J. Wilczynski, SECONDED by S. Brown to move the MERS Defined Contribution plan (401a) resolution to action. Discussion: None All Ayes: 6-0

Action Item # 6: MERS Defined Contribution Plan Resolution

MOTION made by S. Brown, SECONDED by R. Wagner to adopt the MERS Defined Contribution plan (401a) resolution for the Chelsea District Library. Discussion: None All Ayes: 6-0

Discussion Item #4: Capital Improvement Fund Commitment

M. Budzinski – At one time the Capital Improvement Fund had its own checking account. In 2009 all monies in the General Fund and Capital Improvement Fund were invested, and kept track of on paper. At the end of 2014 the Capital Improvement Fund was down to \$49,000.00. The RFID (Radio Frequency ID) will cost \$70,000.00 and when the board adopted the 3 funds with GASB 54 the balance of the Capital Improvement was to be \$150,000.00. This should be looked at the end of each year so the capital expenses for the next year are covered January 1st. B. Harmer also reminded the board that we have a 30 year capital replacement plan in place, with the first improvements slated for 2016.

MOTION made by R. Wagner, SECONDED by J. Wilczynski to move the Capital Improvement fund commitment to action. Discussion: None All Ayes: 6-0

Action Item # 7: Capital Improvement Fund Commitment

MOTION made by S. Brown, SECONDED by R. Wagner to commit \$100,000.00 to Capital Improvement fund. Discussion: None All Ayes: 6-0

Committee & Friends Reports

Friends of the Library – L. Ballard reported for the Friends: The Friends annual meeting is Saturday, January 31st at 10:15. Youth librarian J. Schmidt will be giving a presentation on the Leveled Readers. The Friends membership has gone from 60 to 100 the past 2 years and several of these new members have become involved with the book sale and other projects. C. Taylor noted that this is great and extends out the reach of the library in the community. The last book sale made \$640.00.

Policy Committee – Will need to schedule a meeting to make changes due to the new retirement plans.

Finance Committee – The first meeting with the auditors will be February 18th. This date won't work for most of the finance committee, so we will look at changing it. Several board members also noted that they would not be able to attend the February board meeting, E. Sensoli, R. Wagner & C. Taylor. If one more is not available then there would not be a quorum. B. Harmer will look at this and decide if we need to have a meeting.

Personnel Committee – Will need to schedule a meeting to start the director’s annual review.
T. Lancaster will send out last year’s material & contact G. Zenz.

Fundraising Committee – No Report.

Nominating Committee – No Report

Public and Board Comment:

None

Other Items:

T. Lancaster handed out MLA applications to the board and asked that they be returned ASAP.
The 2015 budget included membership cost for most staff and the board.

Adjourn:

MOTION made by R. Wagner, SECONDED by J. Wilczynski to adjourn the meeting at 8:10 p.m.
All Ayes: 6-0

Susan Brown

3/17/2015

Susan Brown, Trustee

Date