

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

Tuesday, March 17, 2015 6:45pm  
Meeting Location: McKune Meeting Room

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

**Trustees Absent:** Charlie Taylor– without notice.

**Staff:** T. Lancaster

**Guests:** Alan Scafuri – Chelsea Update, & Mary Budzinski.

**Welcome and Call to Order**

E. Sensoli called the meeting to order at 6:50 p.m.

**Agenda Review and Additions**

MOTION made by J. Carr, SECONDED by S. Brown to approve the agenda as presented.  
Discussion: None All Ayes: 6-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by J. Wilczynski, SECONDED by R. Wagner to approve the minutes of the  
January 20, 2015 Board Meeting. Discussion: None All Ayes: 6-0

MOTION made by J. Carr, SECONDED by R. Wagner to accept the General Fund Operational  
checks for January & February 2015. Discussion: R. Wagner had questions on the profit/loss  
report from 2014 to 2015. Answer: the numbers reflect the timing of incoming tax dollars and  
when expenses are paid.

All Ayes: 6-0

**Director's Report Update:**

B. Harmer updated his report: The onsite work for the 2014 audit is complete and the audit will  
be distributed to the board at the April meeting for presentation by the auditors at the May board  
meeting. The first Librarian Professional Exchange Program will be occurring in May.  
Nosiviwe "Vidie" Lutuli will be staying with Maureen Nelson, a member of G. Zenz's  
church. Library Journal has contacted B. Harmer to get an update on what has been  
happening with our library since we won the "Best Small Library in America 2008" award.  
This provides an opportunity to showcase our professional exchange program. B.  
Harmer would like to raise some expense money for Vidie. J. Wilczynski thinks that the  
library should support this from our budget and if individuals want to they can make the  
donation to the library for her. She is bringing her culture and enriching us and she  
should have some spending money to make her experience here a great one.

Chad Hyllested the investment manager for CSB/Infinex left in the fall of 2014. He has  
been replaced by Michael Voorheis of Chelsea State Bank (CSB). The CSB decided to  
end their business relationship with Infinex, who is no longer endorsed by the Michigan

Bankers Association. CSB's new partner is Investment Professionals, Inc. This will be a transfer of management only. Michael has suggested that we go to a per trade fee instead of paying a yearly management fee, a cost savings for the CDL. Fees will be split between Michael and the management company.

“Authors in Chelsea” is next week and the youth department has a great line up. The “Midwest Lit Walk” is in April and also has a great line up and some new venues. B. Harmer is running for president of the Michigan Library Association. The board commented that P. Roberts has done a great job of getting library programs & news out to the press. J. Carr brought to our attention that a volunteers name was spelled incorrectly in the Assistant Directors report – it is correct.

**Public Comment:**

G. Zenz thanked the board for their support on the passing of his mother.

**Action Item #1: Donations for January & February 2015**

MOTION made by S. Brown, SECONDED by G. Zenz to accept and allocate the general donations for January & February 2015 in the total amount of \$7,210.00. Discussion: An updated donation sheet was handed out to the board. The board thanked G. Zenz for his support of the Historic Newspaper project. The Zenz family has supported the local history area during the Capital Campaign. B. Harmer commented that most libraries want to digitize their local newspaper but give up when faced with the cost and not having the money in their budget or they don't receive a grant.

All Ayes: 6-0

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

The Personnel committee will meet April 2<sup>nd</sup> to review feedback for the director's annual review. B. Harmer's review will take place at the April 21<sup>st</sup> board meeting. G. Zenz has sent out review sheets to the board members and the staff who directly report to the director.

**Discussion Item #2: April Board Retreat**

B. Harmer proposes that the board move their annual retreat to the fall. Staff members are very busy at the beginning of the year with the audit, the next years' budget, Authors in Chelsea, Midwest Lit Walk and summer reading planning to work on items for the retreat. The management team for the next several months will be working on a wrap up of the current strategic plan and start formulating the new one. A couple of things that will be presented to the board to work on are: the library vision & mission statements, succession planning for both the director & board members. The Friends of Michigan Libraries also have short videos for trustees on different topics. B. Harmer will be meeting with the New Center who works with many library boards on succession planning and vision & mission statements. J. Wilczynski asked how we would solicit community input – we would do some focus groups which will be key since the new strategic plan will be focused on community. R. Wagner – the board should be in agreement in what they are looking for in a leader and how to go about finding the right person, the process needs to be challenging. G. Zenz commented that the board should look at upcoming board vacancies. J. Wilczynski commented that a plan should be developed for all staff.

MOTION made by G. Zenz, SECONDED by E. Sensoli to change the date of the annual board retreat and to move it to action. Discussion: None

All Ayes: 6-0

**Action Item #2: 2015 Board Retreat**

MOTION made by J. Carr, SECONDED by G. Zenz to approve moving the board retreat to October 3<sup>rd</sup> , 8:30-4:00 PM and reinstating the April 21<sup>st</sup> board meeting. Discussion: None  
All Ayes: 6-0

**Committee & Friends Reports**

**Friends of the Library** – J. Carr gave the Friends report for Sue Whitmarsh. The Friends voted to donate money toward the purchase of new Teen furniture, add another \$1,500.00 toward the MLW and also provide TBD funding for our professional exchange librarian. The Friends will have representatives at the AIC, the Community Center event and will be hosting the staff appreciation lunch on April 17<sup>th</sup>. The new Membership Chair is Michelle Toplin. The January book sale brought in \$630.00 and February \$600.00. The Friends also received an honorable mention award from the Friends of Michigan Libraries.

**Policy Committee** –Needs to schedule a meeting to make changes driven by the new retirement plans.

**Finance Committee** – The last two meeting minutes are in the board packet. B. Harmer reported on yesterday’s meeting with Chelsea State Bank.

**Personnel Committee** – Reported in Discussion Item #1.

**Fundraising Committee** – No Report.

**Nominating Committee** – No Report

**Public and Board Comment:**

None

**Other Items:**

**Adjourn:**

MOTION made by G. Zenz, SECONDED by J. Carr to adjourn the meeting at 8:00 p.m.  
All Ayes: 6-0

Gary F. Zenz

4/21/2015

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Gary F. Zenz, Board Secretary

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Date