

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

Tuesday, April 21, 2015 6:45pm  
Meeting Location: McKune Meeting Room

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

**Trustees Absent:** Jerry Wilczynski, with notice.

**Staff:** T. Lancaster

**Guests:** Lisa Allmendinger – Chelsea Update, Sue Whitmarsh – Friends President

**Welcome and Call to Order**

E. Sensoli called the meeting to order at 6:45 p.m.

**Agenda Review and Additions**

MOTION made by G. Zenz, 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 G. Zenz, SECONDED by J. Carr to approve the minutes of the March 17, 2015 Board Meeting as amended. Discussion: Corrections to the draft handed out – E. Sensoli opened the meeting & in the discussion on the board retreat “secession” was spelled incorrectly and should be “succession”. All Ayes: 6-0

MOTION made by E. Sensoli, SECONDED by R. Wagner to accept the General Fund Operational checks for March 2015. Discussion: Board asked when we received State Aide & Penal fines. State Aide comes twice a year, usually around June & September and Penal fines around August. S. Brown: is the increase in the district revenue of 23% due to the new millage – Yes. E. Sensoli: what is “Lucky Day?” These are items that are restricted to a 7 day check out with no holds or renewals. This is to move them along quickly to our patrons who want to read or watch the newest items. All Ayes: 6-0

**Director’s Report Update:**

B. Harmer updated his report:

The 7<sup>th</sup> Annual Midwest Lit Walk (MLW) is this Saturday and will be at the Clock Tower Commons (old Treehouse space), the Depot, and the Chelsea Alehouse. There has been much more regional exposure this year, including WDET 101.9 FM, WDET.org, WQLM 107.1 FM & in the Detroit Free Press – online & print. B. Harmer’s interview was rescheduled due to a power outage at the radio station. How do we determine attendance - head count by staff. We expect more than half the attendance to be from out of town and it shows that small towns can do great things. Bill Harris had great sales during the Author’s in Chelsea (AIC) final event this year. T. Lancaster reported on our two new library aides Joanne Arnold & Jill Demske.

The library professional exchange program is falling into place. Emily Meloche has her living arrangements set for South Africa. G. Zenz is collecting the spending money for Vidie. The meet and greet for Vidie has been set for June 1<sup>st</sup>. Library Journal contacted B. Harmer for an update on what we have done since our award in 2008 and it should be in an upcoming issue. Correction to the Directors Report: the April report on the Community Read should be “unhealthy substances.” E. Sensoli asked about Odilo – this is a second E-book provider. We continue to offer Overdrive.

### **Public Comment:**

Helen Lancaster commented to G. Zenz how pleased she was to have her card renewed while in Florida.

S. Brown commented on how nice it was that the Friends were awarded an Honorable Mention from the National Friends of Libraries for their 2014 membership drive.

### **Action Item #1: Donations for March 2015**

MOTION made by R. Wagner, SECONDED by S. Brown to accept and allocate the general donations for March 2015 in the total amount of \$6,450.00. Discussion: None. All Ayes: 6-0

### **Discussion Item #1: 2014 Audit**

Drafts of the 2014 audit were handed out to the board. The Auditors will be at the May board meeting for their presentation. Questions for the auditors should be emailed to B. Harmer.

### **Discussion Item #2: Library Credit Card**

With so many items being purchased online, specifically technology, the staff finds that we are at our \$2000.00 limit before the end of the month. B. Harmer proposes that the board approve changing policy 555 Credit Card Policy to read \$5000.00 limit per month.

MOTION made by G. Zenz, SECONDED by R. Wagner to increase the limit on policy #555 Credit Card policy and to move it to action. Discussion: None All Ayes: 6-0

### **Action Item #2: Library Credit Card**

MOTION made by S. Brown, SECONDED by E. Sensoli to approve increasing the Library’s Key Bank credit card limit to \$5,000.00 and making the change to #555 Credit Card policy.

Discussion: None

All Ayes: 6-0

Move to reports so the board can go into closed session for personnel discussion.

### **Committee & Friends Reports**

**Friends of the Library** – Friends President, Sue Whitmarsh reported on the events the Friends have been involved with from March to May. They co-hosted a table at the Chelsea Spring Expo with the library. Yoda was on hand to promote the “May the 4<sup>th</sup> be with you” event at the library. Approximately 1400 to 1800 people attended the expo and the Friends handed out their book sale bookmarks. Sue was on the Lucy Ann Lance show with E. Meloche promoting the Midwest Lit Walk. The Friends will have representatives at all of the events they sponsor. The staff appreciation lunch was last week and everyone enjoyed a great meal, primroses & gift certificates to local businesses. Next year the Friends will invite the library board. The April book sale made \$853.00 plus credit card sales and \$300 from the friendly book cart. They also

had some income from Amazon Smiles. Anyone can designate the Friends when they purchase items from Amazon and they get a percentage of your purchase. J. Carr reported on the income the Friends received from online book sales with Encore and Books by Chance. They make \$300-\$600 a month from these 2 services. The Friends are in discussion with the Friends of Michigan Libraries about hosting a workshop in 2016. Jennifer Kundak & Charlie Taylor will be attending this year's spring workshop. The Friends will be giving the board a check for \$200.00 for Vidie's spending expenses. G. Zenz asked if all of their officer positions were filled. They still need a president-elect, but they were able to double the size of the board this year with the great membership drive they had in the fall. They signed up 25 new members and many of them have taken on leadership roles. Friend's membership is about 130. There is some confusion as many volunteers don't realize that they are not automatically Friends. Having so many Friends makes sure that the library has good working ties to the community. The Friends also joined the Chelsea Chamber of Commerce so they also have a presence in the business community. M. Bell helped them develop their own website.

**Policy Committee** – Needs to schedule a meeting.

**Finance Committee** – Minutes from their last two meetings are in the board packet.

**Personnel Committee** – Reported in Discussion Item #3.

**Fundraising Committee** – No Report.

**Nominating Committee** – No Report

**Public and Board Comment:**

Lisa Allmendinger of the Chelsea Update congratulated the library on receiving the Large Business award from the Chelsea Chamber. We congratulated her on receiving the Small Business award. Lisa appreciates the stories that P. Roberts and the program information J. Schmidt & E. Donnell pass on to her. She wants us to know that she is there for us and would love to get more stories about the Friends & Volunteers and Amazon Smiles.

**Other Items:**

None

**Discussion Item #3: Director's Annual Review**

G. Zenz reviewed the director's annual review. B. Harmer asked to move the meeting to closed session.

MOTION made by E. Sensoli, SECONDED by J. Carr to move the meeting to closed session for personnel discussion. Discussion: None

Roll call vote: Susan Brown - Aye, Robin Wagner –Aye, Charlie Taylor – Aye, Jan Carr – Aye, Elizabeth Sensoli - Aye, Jerry Wilczynski - Absent, Gary Zenz– Aye. All Ayes: 6-0

MOTION made by C. Taylor, SECONDED by G. Zenz to move the meeting back into open session for approval of the director's review. Discussion: None

Roll call vote: Robin Wagner –Aye, Charlie Taylor – Aye, Jan Carr – Aye, Elizabeth Sensoli – Aye, Jerry Wilczynski - Absent, Susan Brown - Aye, Gary Zenz– Aye. All Ayes: 6-0

Personnel committee chair G. Zenz offered to Director Harmer the Board's unanimous decision to approve an annual salary increase of 6 % and 31 PTO days to be added to his current PTO bank. The salary package increase is in acknowledgement of Director Harmer's outstanding performance, leadership skills and exceeding the boards' expectations. Director Harmer graciously accepted the Boards offer.

**Adjourn:**

MOTION made by R. Wagner, SECONDED by E. Sensoli to adjourn the meeting at 9:45 p.m.  
All Ayes: 6-0

Gary F. Zenz

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Gary F. Zenz, Board Secretary

5-19-2015

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Date