

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

Tuesday, May 19, 2015 6:45pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: Elizabeth Sensoli, Charlie Taylor, Robin Wagner, Jerry Wilczynski, Gary Zenz and Linda Ballard, Assistant Director.

Trustees Absent: Susan Brown, Jan Carr and Director Bill Harmer – with notice.

Staff: None

Guests: Jamie Rabe - Andrews Hooper Pavlick PLC, Alan Scafuri – Chelsea Update, Mary Budzinski - CDL bookkeeper and Dawn Caplis.

Welcome and Call to Order

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

Agenda Review and Additions

MOTION made by J. Wilczynski, SECONDED by C. Taylor to approve the agenda as presented. Discussion: None All Ayes: 5-0

2014 Financial Audit Results - Presented by Jamie Rabe of Andrews Hooper Pavlick PLC. The Governmental Funds Balance Sheet / Statement of Net Position showed an increase of 2%. The Statement of Revenues, Expenditures and Changes in Fund Balances / Statement of Activities showed a net carry over (excess of revenues over expenditures) of \$21,015. The General Fund Balance, end of year is \$53,271. In summation the CDL budgeting process is very responsible, the auditor offered NO current recommendations and the audit results were really positive.

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by G. Zenz, SECONDED by R. Wagner to approve the minutes of the April 21, 2015 Board Meeting as amended. Discussion: None All Ayes: 5-0

MOTION made by R. Wagner, SECONDED by C. Taylor to approve the closed session minutes of the April 21, 2015 Board Meeting as amended. Discussion: None All Ayes: 5-0

MOTION made by G. Zenz, SECONDED by R. Wagner to accept the General Fund Operational checks for April 2015. Discussion: None. All Ayes: 5-0

Director's Report Update:

Accepted as presented.

Public Comment:

None.

Action Item #1: 2014 Audit Approval

MOTION made by J. Wilczynski, SECONDED by E. Sensoli to approve the 2014 Audit Report. Discussion: None. All Ayes: 5-0

Action Item #2: Donations March/April/May

MOTION made by R. Wagner, SECONDED by J. Wilczynski to accept and allocate the general donations for March/April/May 2015 in the total amount of \$530.

Discussion: None.

All Ayes: 5-0

Action Item #3: Approval of Director's 2015 compensation package

MOTION made by G. Zenz, SECONDED by R. Wagner to approve the director's 2015 compensation package. Discussion: None.

All Ayes: 5-0

Discussion Item #1: Strategic Planning Update

Assistant Director L. Ballard presented an overview of the strategic planning process to be rolled out at the October Board retreat. In line with conventional thinking this will be a three-year plan. There will be an outreach component to the City and Township leadership teams, the Chamber of Commerce, the School District and community organizations. The planning methods will be outcome based. In preparation for the October retreat the 2010-2015 strategic plan and outcomes will be reviewed.

Discussion Item #2: Budget Adjustment

Alarm and fire monitoring has been moved from the phone lines to wireless. Approval would move the realized savings \$505 from line item 850.120 Telephone to line item 803.420 Alarm & Fire monitoring.

MOTION made by R. Wagner, SECONDED by J. Wilczynski to move discussion item 2 to

Action Item #4. Discussion: None

All Ayes: 5-0

Action Item #4: Budget Adjustment

MOTION made by R. Wagner, SECONDED by C. Taylor to approve moving \$505 from line item 850.120 telephone to line item 803.420 Alarm & Fire monitoring.

Discussion: None

All Ayes: 5-0

Committee & Friends Reports

Friends of the Library – L. Ballard gave the Friends report for Sue Whitmarsh.

The Friends have received approval from the Chelsea City Council for the placement of the "Little Free Libraries" at Pierce Park and Timber Town. "Little Free Libraries" are larger than mailboxes, are designed to be weather-proof, and can hold a small shelf or two of books. The idea is to promote literacy and reading where kids and parents hang out. The Friends will service and maintain the "Little Free Libraries" with materials from the Book Sale inventory. The CDL Board discussed other potentially preferable opportunities for the Little Libraries.

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

Finance Committee – June 2, 10:00 AM. First roll out of the 2016 budget presentation.

Personnel Committee – Closed session meeting minutes presented in the Board packet.

Fundraising Committee – No Report.

Nominating Committee – No Report

Public and Board Comment:

G. Zenz praised Patty Roberts' production of the CDL quarterly newsletter for its superb content and illustrations.

Other Items: The Board requests that the Committee matrix be supplied regularly in the Board packet.

Adjourn:

MOTION made by G. Zenz, SECONDED by C. Taylor to adjourn the meeting at 8:06 p.m.

All Ayes: 5-0

Gary F. Zenz

6/16/15

Gary F. Zenz, Board Secretary

Date