

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

Tuesday, June 16, 2015 6:45pm  
Meeting Location: McKune Meeting Room

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

**Trustees Absent:** None

**Staff:** L. Ballard, Assistant Director; T. Lancaster, K. Persello, M. Bell & P. Roberts

**Guests:** Lisa Allmendinger – Chelsea Update, Jennifer Kundak.

**Welcome and Call to Order**

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

**Agenda Review and Additions**

1. Discussion – Search Committee after Director’s search

MOTION made by G. Zenz, SECONDED by R. Wagner to approve the agenda as revised.  
Discussion: None All Ayes: 7-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by J. Carr, SECONDED by C. Taylor to approve the minutes of the May 19, 2015 Board Meeting as amended. Discussion: Verified that J. Wilczynski was the second on Action Item #2 Donations. All Ayes: 7-0

MOTION made by G. Zenz, SECONDED by R. Wagner to accept the General Fund Operational checks for May 2015. Discussion: None. All Ayes: 7-0

**Director’s Report Update:**

B. Harmer gave an update for the board.

The board had questions for B. Harmer on his move and the transition of power at the library. This is early in the process and the interim hasn’t been officially appointed yet. The finance committee will not be having a 3<sup>rd</sup> meeting. G. Zenz commented that the Summer Reading Program (SRP) kickoff is the official kickoff of summer in Chelsea. E. Sensoli announced that she and J. Wilczynski attended a luncheon at for the Chelsea Community Foundation and that they awarded the library a \$5,000.00 check. This is a result of fundraising that the CCF did and matching funds from the Community Foundation of South East Michigan. G. Zenz term as the Rotary President is complete. S. Brown is the President Elect for 2016/2017. Crain’s Detroit Business Weekly had an article about the Chelsea Wellness Foundation. The Purple Rose 25<sup>th</sup> anniversary script reading kickoff tour will be June 23<sup>rd</sup> at Chelsea High School. We also have an adult SRP. Vidie’s month is almost over and E. Meloche will be heading back to Michigan tomorrow June 17<sup>th</sup>.

**Public Comment:**

None.

**Presentation:** Nosiviwe “Vidie” Lutuli

Vidie thanked the board for all they have done for her during her visit to Chelsea. She has learned so much and realizes that there is much more she can do as a librarian. Vidie was asked about her library board and Masiphumele doesn't have a board, they are part of the Cape Town library system. She enjoyed everything she did while she was here, including going to a Tiger baseball game.

**Action Item #1: Donations May**

MOTION made by S. Brown, SECONDED by C. Taylor to accept and allocate the general donations for May 2015 in the total amount of \$4,750.00. Discussion: None.

All Ayes: 7-0

**Action Item #2: Approval of Director's Resignation Letter**

MOTION made by G. Zenz, SECONDED by R. Wagner, with regret, to accept director B. Harmer letter of resignation. Discussion: E. Sensoli remarked that everyone is sorry to lose Bill, but wish him and his family the best.

All Ayes: 7-0

**Discussion Item #1: Budget Hearing Notice**

B. Harmer reviewed the hearing notice. We will have to post the notice in The Sun Times or Chelsea Update as Washtenaw Now is going out of business.

**Discussion Item #2: FOIA PA 563**

B. Harmer reviewed the history of the Freedom of Information Act with the board. The State of Michigan updated the act and we were able to get our policy updated along with all the paperwork from our lawyers for \$500.00. If the board would like to see the new requirements they can meet with Bill. Part of the new requirements is posting the summary & paperwork for filing a FOIA request to our website. J. Carr thought FOIA was federal, but S. Brown responded that there is federal & state requirements. Since this needs to be approved and ready by July 1<sup>st</sup>, the board needs to approve the policy changes tonight.

MOTION made by E. Sensoli, SECONDED by S. Brown to move discussion item 2 to Action Item #3. Discussion: Will we be ready to go with the posting – yes. All Ayes: 7-0

**Action Item #3: FOIA PA 563**

MOTION made by G. Zenz, SECONDED by J. Wilczynski to approve FOIA PA 563 to replace Policy #140, Freedom of Information Act Compliance dated September 27, 2005.

Discussion: None Roll call vote: Charlie Taylor – Aye, Jan Carr – Aye, Elizabeth Sensoli - Aye, Jerry Wilczynski - Aye, Susan Brown - Aye, Robin Wagner –Aye, Gary Zenz– Aye. All Ayes: 7-0

**Discussion Item #3: Director's Search**

G. Zenz reported that the Personnel committee met last week and had the following recommendations:

- 1) Approve a contract with L. Ballard to assume the position of Interim Director.
- 2) Approve the search committee of: Trustees – G. Zenz, J. Carr & C. Taylor, community members of Aubrey Martinson & Peter Feeney and staff members P. Roberts & K. Sulecki.

- 3) The search committee will interview consultants with help from R. Wagner and will make a recommendation to the board on which firm to hire. They will interview two firms that B. Harmer recommended as well as one that contacted E. Sensoli.

The board had many questions on cost, RFP and how this will work. We don't have all the answers, but will find out more after the three firms have been interviewed. The consultant will help the board revise the current director job description and walk us through the process.

MOTION made by E. Sensoli, SECONDED by S. Brown to move discussion item 3 to Action Item #4. Discussion: None  
All Ayes: 7-0

#### **Action Item #4: Director Search Committee Approval**

MOTION made by E. Sensoli, SECONDED by J. Carr to approve the appointment of Trustees – G. Zenz, J. Carr & C. Taylor, community members of Aubrey Martinson & Peter Feeney and Staff members P. Roberts & K. Sulecki to the Director Search committee. Discussion: None  
All Ayes: 7-0

#### **Discussion Item #4: Interim Director**

E. Sensoli agreed that L. Ballard was the best choice as Interim Director as she has held this position three times before for the library. L. Ballard requested that this be moved to the end of the meeting, after reports for closed session.

#### **Discussion Item #5: Strategic Plan Update**

B. Harmer did not have a strategic plan update at this time but will have a completed report for them before he leaves on July 10<sup>th</sup>. J. Carr: The current strategic plan was for five years and suggested that the new plan be for three years. If B. Harmer was staying the new plan wouldn't be as involved. E. Sensoli: Do libraries do long and short of term goals? Yes, and our current plan was a combination of both.

#### **Discussion Item #6: Library Closure – June 22, 2015**

E. Sensoli would like to see the library close at 6:00 pm on June 22<sup>nd</sup> so that all staff can attend B. Harmer's going away party.

MOTION made by G. Zenz, SECONDED by E. Sensoli to move discussion item 6 to Action Item #5. Discussion: None  
All Ayes: 7-0

#### **Action Item #5: Library Closure – June 22, 2015**

MOTION made by E. Sensoli, SECONDED by C. Taylor to approve closing the library on June 22, 2015 at 6:00 PM in order to allow the staff and the public to attend the library director's farewell celebration at the Chelsea Alehouse.  
All Ayes: 7-0

#### **Committee & Friends Reports**

**Friends of the Library** – No report

**Policy Committee** –Need to schedule a meeting for several items that need revising.

**Finance Committee** – Met on June 2, 10:00 AM and received the first roll out of the 2016 budget and today June 16<sup>th</sup> for the second review of the budget. Meeting notes were handed out

**Personnel Committee** – The committee will need to meet to review the At Large trustee appointment. Both G. Zenz and S. Brown will not seek reappointment and their terms end December 31<sup>st</sup>, 2015.

**Fundraising Committee** – No Report.

**Nominating Committee** – No Report

**Public and Board Comment:**

Jennifer Kundak hopes that the library board will follow the lead of the Chelsea School District and have input from the public on the hiring of the new director. She had the opportunity to meet the new directors of Traverse City, Petoskey and Charlevoix. Also, Ypsilanti, Brighton & Howell are all searching for new directors.

E. Sensoli asked to move the meeting to closed session for Interim director discussion.

MOTION made by E. Sensoli, SECONDED by R. Wagner to move the meeting to closed session for personnel discussion at 7:45 PM. Discussion: None

Roll call vote: Elizabeth Sensoli - Aye, Jerry Wilczynski - Aye, Susan Brown - Aye, Robin Wagner –Aye, Charlie Taylor – Aye, Jan Carr – Aye, Gary Zenz– Aye. All Ayes: 7-0

MOTION made by J. Carr, SECONDED by S. Brown to move the meeting back into open session at 8:30 PM for approval of the interim director's approval. Discussion: None

Roll call vote: Jerry Wilczynski - Aye, Susan Brown - Aye, Robin Wagner – Aye, Charlie Taylor Aye, Jan Carr – Aye, Elizabeth Sensoli – Aye, Gary Zenz– Aye. All Ayes: 7-0

**Action Item #6: Hiring of Interim Director**

MOTION made by S. Brown, SECONDED by C. Taylor to approve the agreement to hire L. Ballard as interim director until a new director can be hired & trained. All Ayes: 7-0

**Public and Board Comment:**

R. Wagner asked what are the next steps? The search committee will meet to interview the three consulting firms and asked if R. Wagner would help with this. J. Carr asked about the open meetings act and having to post the meeting if four board members are there. This could be worked out with R. Wagner leaving and C. Taylor coming in after the initial contact was made. G. Zenz will chair the search committee.

**Other Items:**

**Adjourn:**

MOTION made by E. Sensoli, SECONDED by C. Taylor to adjourn the meeting at 8:37 p.m.  
All Ayes: 7-0

Gary F. Zenz

7/21/15

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Gary F. Zenz, Board Secretary

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Date