

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

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

Trustees in Attendance: Elizabeth Sensoli, Jerry Wilczynski, Gary Zenz, Susan Brown – arrived during minutes review, Jan Carr, Charlie Taylor and Interim Director Linda Ballard.

Trustees Absent: Robin Wagner

Staff: T. Lancaster,

Guests: Alan Scafuri – Chelsea Update, Jennifer Kundak, Mary Budzinski – Bookkeeper, Dawn Caplis.

Welcome and Call to Order

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

Agenda Review and Additions

1. Discussion – Director’s Search
2. Discussion – Vidie’s host – Maurine Nelson

MOTION made by G. Zenz, SECONDED by C. Taylor to approve the agenda as revised.
Discussion: None All Ayes: 5-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by E. Sensoli, SECONDED by C. Taylor to approve the minutes of the June 16, 2015 Board Meeting. Discussion: Take out extra words in Discussion Item #3 part three “be & the” and in the Public & Board comments add “are”.

MOTION made by E. Sensoli, SECONDED by J. Wilczynski to approve the minutes of the June 16, 2015 Board Meeting as revised. Discussion: All Ayes: 6-0

MOTION made by C. Taylor, SECONDED by J. Wilczynski to approve the minutes of the June 16, 2015 Closed Session Meeting. Discussion: None All Ayes: 6-0

MOTION made by J. Carr, SECONDED by S. Brown to approve the minutes of the June 25, 2015 Special Board Meeting. Discussion: None All Ayes: 6-0

MOTION made by G. Zenz, SECONDED by S. Brown to accept the General Fund Operational checks for June 2015. Discussion: None. All Ayes: 6-0

Interim Director’s Report Update:

L. Ballard updated her report. B. Harmer had been involved in the Community Center development group and L. Ballard will continue to do so. L. Ballard and E. Meloche were both asked to participate in different groups for targeted demographic feedback. The Chelsea Community Center group has received feedback from the consultant.

L. Ballard, T. Lancaster, K. Sulecki & P. Roberts will volunteer at the bounce house on Friday for the Sounds & Sights Festival. K. Persello & E. Donnell will represent the library with a craft table at the KidsZone.

The City of Chelsea is considering a non-discrimination ordinance. They have gathered similar ordinances from other communities and will have their lawyer draft one for Chelsea.

The City has crafted a Parks & Recreation survey for the community participation. L. Ballard pointed out that the library is mentioned in the City's Parks & Recreation master plan, listing Katie's Korner as an area to plan more activities with the library. The city has two other studies listed on their website: Office market analysis and Retail market analysis.

L. Ballard asked the board if they are getting what they want out of the monthly reports. The board would like to see some minor changes.

Public Comment:

None.

Action Item #1: Donations June

MOTION made by G. Zenz, SECONDED by E. Sensoli to accept and allocate the general donations for June 2015 in the total amount of \$5,540.00. Discussion: None. All Ayes: 6-0

Action Item #2: Budget Hearing Notice

MOTION made by S. Brown, SECONDED by C. Taylor, to approve the budget hearing notice for the August 18, 2015 Chelsea District Library budget hearing. Discussion: None
All Ayes: 6-0

Discussion Item #1: Strategic Plan Update

L. Ballard reported that the strategic plan is about 90% complete and will email it to the Board for review.

Discussion Item #2: Director Search

G. Zenz received an email update from John Keister of John Keister & Associates. He reported that he was greeted warmly by everyone and would be completing interviews with Board members and staff this week. The web page should be up next week (7/27), but he wouldn't promote it until after Labor Day. Mr. Keister felt good about the input he received from those he talked to. The board had several questions regarding the contract and process. Mr. Keister did indicate that it would take longer than originally planned and the library will put a link on the website to keep patrons up to date on the process.

Discussion Item #3: Recognition of Library Exchange Host

G. Zenz would like to thank Maurine Nelson for hosting Vidie when she was in Chelsea. G. Zenz will get a card and gift certificate for the board to sign.

Committee & Friends Reports

Friends of the Library – The Friends will have two book sales this month. The first sale made \$752 and the second sale will be during Sounds & Sights. The two "Little Libraries" have been constructed and friend Gary Munce will be painting them in preparation for installation

Policy Committee –Need to schedule a meeting for several items that need revising including our benefits policy and two circulation policies. The board received the updated Freedom of Information Act policy & a new table of contents for their binders.

Finance Committee – No Report.

Personnel Committee – The committee will call a meeting when the director website is up and running. The board would like a timeline for the At large selection.

Fundraising Committee – No Report.

Nominating Committee – No Report

Public and Board Comment:

Dawn Caplis asked when E. Meloche’s presentation would be for her trip to South Africa. It is in early September.

Other Items:

None

Adjourn:

MOTION made by G. Zenz, SECONDED by J. Carr to adjourn the meeting at 7:45 p.m.

All Ayes: 6-0

Gary F. Zenz

8/18/15

Gary F. Zenz, Board Secretary

Date