

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

Tuesday, August 18, 2015 6:45pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: Elizabeth Sensoli, Robin Wagner, Gary Zenz, Susan Brown, Jan Carr, and Interim Director Linda Ballard.

Trustees Absent: Jerry Wilczynski & Charlie Taylor with notice.

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 7:12 p.m.

Agenda Review and Additions

1. At large board member position – Gary Zenz
2. Search committee report

MOTION made by E. Sensoli, SECONDED by J. Carr to approve the agenda as amended.

Discussion: None

All Ayes: 5-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by J. Carr, SECONDED by R. Wagner to approve the minutes of the July 21, 2015 Board Meeting. Discussion: None

All Ayes: 5-0

MOTION made by G. Zenz, SECONDED by R. Wagner to accept the General Fund Operational checks for July 2015. Discussion: Question on the Net Ordinary Income percentage of 797%? This doesn't include the money transferred over from the General Fund, so this number is always negative.

All Ayes: 5-0

Interim Director's Report Update:

L. Ballard updated her report.

LED lighting update in progress. One pyramid light upstairs needs to be repaired. Jack Gantos, author of the Community Read selection "Hole in my Life" will be coming on October 17th to support the kick off of the program. His visit will include some filming for an upcoming PBS program. G. Zenz commented on the change TLN is making for sharing the consortium cost. J. Carr asked if Ann Arbor & Ypsilanti District Library would be joining TLN, no as they are big enough to hire their own catalogers. Emily Meloche will be making presentations at the 2015 Michigan Library Association Conference and the 2016 Public Library Conference regarding her participation in our professional library exchange program with Cape Town, South Africa.

The Youth Service Group doubled their number of volunteers this year. E. Sensoli – Why were SRP numbers down? The youth department has a survey for parents that is available at the

desk and was also emailed out to participants and the feedback will be available next month. We didn't have as many sign up but we did have a higher completion rate. L. Ballard received information from the Department of Labor – Fair Labor Standard Act, about a change in the salary level for employees to be considered exempt for overtime. The amount would change from \$23,000 to \$50,440. This will affect our outreach plans for next year, as many of the salaried staff fall under this level.

Public Comment:

Dawn Caplis commented on the great circuit card program that M. Bell & K. Sulecki presented. Jennifer Kundak reminded the board about the upcoming Friends of Michigan Libraries fall workshop October 1st & 2nd in Petoskey. The Friends of Chelsea District Library will be hosting a workshop on November 13th. G. Zenz commented that Maurine Nelson – Vidie's host received her card and gift and that it was greatly appreciated.

Action Item #1: Donations July

MOTION made by G. Zenz, SECONDED by R. Wagner to accept and allocate the general donations for July 2015 in the total amount of \$ 12,550.00. Discussion: None.

All Ayes: 5-0

Discussion Item #1: Staff In-service date change

L. Ballard requested that the board approve changing the date of the staff in-service date from October 16th to October 23rd.

MOTION made by G. Zenz, SECONDED by J. Carr, to move the staff in-service date change to action. Discussion: None

All Ayes: 5-0

Action Item #2 Staff In-Service date change

MOTION made by R. Wagner, SECONDED by S. Brown, to approve changing the date of the staff in-service from October 16th to October 23rd. Discussion: None

All Ayes: 5-0

Discussion Item #2: At Large position

G. Zenz informed the board that he will be stepping down from the at large position at the completion of his 3rd term in December. He advised that we will need to post the position and should set up a time line. T. Lancaster will email the at large posting information to the board.

Committee & Friends Reports

Friends of the Library – L. Ballard reported that the two Little Free Libraries have been installed, one at Pierce Park and the other at Timber town. The Friends have been present at the Farmers market. The Friends had three book sales in July & August and brought in almost \$2,000.00. She also mentioned that the Friends would be hosting a workshop in November.

Policy Committee –No Report

Finance Committee – Will meet in September.

Personnel Committee –The board would like a timeline for the At large selection.

Director Search: The search website is live & has been posted on social media and will be posted on the ALA (American Libraries Association) in September. Mr. Keister will be meeting with a candidate in Vermont when he is there next week. He also commented that he has never received as much feedback on a job posting as he did from the CDL search committee.

Fundraising Committee – No Report.

Nominating Committee – No Report

Public and Board Comment:

Jennifer Kundak commented that she would like to see the library board elected. This would take major changes to our district library agreement and approval from all 5 entities.

Other Items:

L. Ballard reported that we have been working with PFM our bond finance advisors regarding the PPT (Personal Property Tax) refund from the State of Michigan. We can apply for the 2014 refund now and for the 2015 later this fall when the paperwork is published.

Adjourn:

MOTION made by G. Zenz, SECONDED by E. Sensoli to adjourn the meeting at 8:12 p.m.

All Ayes: 5-0

Gary F. Zenz

9/15/2015

Gary F. Zenz, Board Secretary

Date