

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

Tuesday, September 15, 2015 6:45pm  
Meeting Location: McKune Meeting Room

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

**Trustees Absent:** None

**Staff:** T. Lancaster.

**Guests:** None

**Welcome and Call to Order**

E. Sensoli called the meeting to order at 6:49 p.m.

**Agenda Review and Additions**

1. Discussion - Appendix #2 – Board retreat

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

Discussion: None

All Ayes: 7-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by G. Zenz, SECONDED by R. Wagner to approve the minutes of the 2016

Budget Hearing. Discussion: None

All Ayes: 7-0

MOTION made by R. Wagner, SECONDED by S. Brown to approve the minutes of the August

18, 2015 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by G. Zenz, SECONDED by R. Wagner to accept the General Fund Operational checks for August 2015. Discussion: Question on Penal fines received in 2015.

All Ayes: 7-0

**Interim Director's Report Update:**

L. Ballard updated her report.

The 2014 Annual report is complete. It will be posted on the libraries website and hard copies will be available in the lobby for patrons to take.

We have applied for a Michigan Humanities Council grant to partially fund our next oral history project: WW1. The approach to this project is different as there are no living veterans to interview. Rather the content would include surviving family members reading letters, providing stories, photographs and memorabilia. Large photographic banners will also be hung on buildings around downtown.

Ann Arbor Cable TV will be at the library to film our "Read to Library Dogs" program. We will have a link to the program when it runs.

The youth department is working with the Detroit Historical Society to bring a new Civil War display to CDL.

We have a new part time reference librarian: Amanda Seppala.

G. Zenz noticed the screen over the HVAC grate – why is it only on half. It covers the half that is the air intake. E. Sensoli was surprised at the attendance for the Lego Club. The board wanted to know how Linda was holding up – fine. She is still dealing with several building issues: LED lights, one boiler & one pump that need to be repaired for HVAC & several outdoor water faucets that need work.

**Public Comment:**

None

**Action Item #1: 2016 Budget Approval**

MOTION made by S. Brown, SECONDED by J. Carr to approve the 2016 budget as presented.

Discussion: None.

All Ayes: 7-0

**Action Item #2: Donations August**

MOTION made by G. Zenz, SECONDED by R. Wagner to accept and allocate the general donations for August 2015 in the total amount of \$ 100.00. Discussion: None.

All Ayes: 7-0

**Discussion Item #1: At Large position**

We have not received any letters of interest as of yet, although several people have expressed interest to board members. Anyone interested in the City opening should contact the City, if they are interested in the At large position, they should contact the library.

**Discussion Item #2: Board Retreat**

It is suggested that since we will not have a new director in place by October 3<sup>rd</sup>, that the board should cancel its annual retreat.

MOTION made by J. Carr, SECONDED by S. Brown, to cancel the October 3<sup>rd</sup> board retreat to action. Discussion: None

All Ayes: 7-0

**Action Item #3 Cancel 2015 Board Retreat**

MOTION made by G. Zenz, SECONDED by S. Brown, to approve cancelling the October 3<sup>rd</sup> board retreat. Discussion: None

All Ayes: 7-0

**Committee & Friends Reports**

**Friends of the Library** – The Friends membership drive is coming soon. They are preparing their slate of officers for 2016. The Free Little Libraries are doing well & they have a volunteer - Joanne Munce who will fill them as needed. The September book sale brought in \$787.00. The Friend's 2016 bookmarks are in process and will include a sale during the Sounds & Sights Festival and a February date change. The 3<sup>rd</sup> week of October is Friends of Libraries week and our Friends will be hosting a “Tea” on October 21<sup>st</sup>. They will also be hosting a Friends of Michigan Libraries event here on November 13<sup>th</sup>.

**Policy Committee** –L. Ballard has prepared several policies for the committee to review at their meeting on September 25 at 9:00.

**Finance Committee** – Will meet October 1<sup>st</sup> at 10:00 for the quarterly payroll review.

**Personnel Committee** – No report

**Director Search Committee** – G. Zenz handed out an update from John Keister regarding the search. The job has been posted on many library consortium sites, ALA, MLA, etc. Mr. Keister has suggested that the board start planning the interview process. J. Carr would like to see the essay questions before they go to candidates and more than the 3 semi-finalist. G. Zenz will work on a schedule for a 48 hour interview process. The board should email T. Lancaster with any days they are unavailable from mid-October through November and she will contact the school district for availability of the WSEC room 100.

**Nominating Committee** – No Report

**Public and Board Comment:**

Novi library has framed pictures of their board members with their names. It is suggested that we do the same, this way our patrons can put a face with the trustee from their entity. These could go on the website also. Department heads would also have their picture on the website. G. Zenz reminded the board that fall of 2016 will be our 10 year anniversary in the new building & we should plan an event. Maybe this or a strategic plan for the library could be the presentation requirement for the interviews.

E. Meloche's presentation was wonderful and if you missed it she will be doing another one at the CRC on October 7<sup>th</sup> at 2:30 pm.

**Other Items:**

None

**Adjourn:**

MOTION made by J. Wilczynski, SECONDED by R. Wagner to adjourn the meeting at 8:08 p.m.

All Ayes: 7-0

Gary F. Zenz

10/20/2015

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Gary F. Zenz, Board Secretary

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Date