

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

Tuesday, October 20, 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: Jim Pruitt – Chelsea Update

Welcome and Call to Order

E. Sensoli called the meeting to order at 6:46p.m.

Agenda Review and Additions

MOTION made by J. Wilczynski, SECONDED by R. Wagner to approve the agenda as presented. 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 September 15, 2015 Board Meeting. Discussion: None All Ayes: 7-0

MOTION made by G. Zenz, SECONDED by S. Brown to accept the General Fund Operational checks for September 2015. Discussion: All Ayes: 7-0

Interim Director's Report Update:

L. Ballard updated her report:

We received the invitation from the Community Foundation of Southeast Michigan for their annual investment meeting on November 17th from 3-5:00 pm. L. Ballard will email the information to the board. This is the same day as our November board meeting, but both are doable. A "Thank You" card for Jack Gantos was sent around for the board to sign. We received word that Bibliotheca has purchased 3M Library systems. We just converted our collection over to 3M this past February and had chosen them over Bibliotheca. There was discussion on the Directors Report and having more yearly comparisons and not month-to-month. Would the board like more graphs or charts? Programming is ok listed as it is.

Public Comment:

R. Wagner has tendered his resignation to E. Sensoli effective January 20, 2016.

Action Item #1: Donations September

MOTION made by R. Wagner, SECONDED by S. Brown to accept and allocate the general donations for September 2015 in the total amount of \$ 200.00 plus 5,000.00 that is being allocated. Discussion: Question on why the Maintenance Contingency line was chosen – this line is already over budget with HVAC & water repairs. All Ayes: 7-0

Discussion Item #1 Part 1: At Large Position – Candidates

Discussion on adding a fourth candidate from the ones who applied to the City of Chelsea and lives in Sylvan Township.

MOTION made by G. Zenz, SECONDED by R. Wagner to move the acceptance of Erik Stalhandske's resume to the At Large trustee pool to action. Discussion: None.

All Ayes: 7-0

Action Item # 2:

MOTION made by C. Taylor, SECONDED by S. Brown to move Erik Stalhandske's application from the City opening to the At Large opening. Discussion: None.

Ayes 6, Nays 1

Discussion Item #1 Part 2: At Large position – Interview Process & Questions

E. Sensoli handed out a draft of the interview process and questions. Questions were revised and the number shortened. The board will rank the four candidates first and then vote on the top two. The board had questions on the applicants for the City of Chelsea opening. The At Large interviews will be at the November 17th board meeting.

Discussion Item #2: Policy Review – 6 policies

S. Brown and L. Ballard reviewed the proposed changes to Personnel policies #101 – Compensation & #102 – Benefits and Library policies #150 – Open Board Meetings, #211 – Borrower Registration, #240 – Non-Resident Fee and & #450 – Internet Access and Public Computing Use.

MOTION made by G. Zenz, SECONDED by C. Taylor, to move Personnel policies #101 – Compensation & #102 – Benefits and Library policies #150 – Open Board Meetings, #211 – Borrower Registration, #240 – Non-Resident Fee and & #450 – Internet Access and Public Computing Use to action. Discussion: General questions on the changes. All Ayes: 7-0

Action Item #3: Policy Approval – 6 policies

MOTION made by C. Taylor, SECONDED by J. Wilczynski, to approve the changes to Personnel policies #101 – Compensation & #102 – Benefits and Library policies #150 – Open Board Meetings, #211 – Borrower Registration, #240 – Non-Resident Fee and & #450 – Internet Access and Public Computing Use. Discussion: None

All Ayes: 7-0

Committee & Friends Reports

Director Search Committee – The Search committee met on October 12th and narrowed the candidates from five to three, put together a time line for the interview process and received some possible interview questions from Mr. Keister. JKA will prepare a Survey Monkey for the staff. Discussion on the interview process and questions. The Search committee will need to schedule a date for their next meeting and the board will need to schedule a special meeting to make the final decision. Sunday, November 15 at 1:00 is a suggestion for the board meeting.

Friends of the Library – It is National Friends of Library week and our Friends have set up a table in the lobby. L. Ballard handed out membership flyers to the board.

Policy Committee – Discussion Item #2 – proposed changes for six policies.

Finance Committee – Met October 1st to review & approve the 2nd quarter payroll reports.

Personnel Committee – No report
Nominating Committee – No Report

Public and Board Comment:

None

Other Items:

None

Adjourn:

MOTION made by G. Zenz, SECONDED by S. Brown to adjourn the meeting at 9:44 p.m.
All Ayes: 7-0

Gary F. Zenz

11/17/2015

Gary F. Zenz, Board Secretary

Date