

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

Tuesday, March 15, 2016 6:45 pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: Jerry Wilczynski, Elizabeth Sensoli, Jan Carr, Anne Merkel, Susan Lackey, TJ Helfferich.

Trustees Absent: Charlie Taylor, with notice.

Staff: Director Lori Coryell and Assistant Director Linda Ballard & T. Lancaster.

Guests: Lisa Carolin – Chelsea Update, Mary Budzinski - bookkeeper.

Welcome and Call to Order

J. Wilczynski called the meeting to order at 6:45 p.m.

Agenda Review and Additions

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the agenda as presented.
Discussion: None All Ayes: 6-0

Compulsory Segments:

Minutes and Approval of Checks & Financials

MOTION made by E. Sensoli, SECONDED by T. Helfferich to approve the minutes of the February 16, 2016 Board Meeting. Discussion: corrections to second page – made not make & library's not libraries. J. Wilczynski also made note that L. Ballard is no longer the interim director and it should be changed on the minutes.

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve the minutes of the February 16, 2016 Board Meeting as corrected. All Ayes: 6-0

MOTION made by E. Sensoli, SECONDED by S. Lackey to accept the General Fund Operational checks & financials for February 2016. Discussion: Question on the notes listed on the investment page – these are just on paper right now, if the money were needed we would actually move it. Question on the lights in the building – we have completed the 1st phase of changing out the lights to LED, but some of these are not performing as they should and are still being researched. The 2nd phase won't be looked at until next year. All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- Board packets starting next month will be punched for a 3 ring binder.
- The performance dashboard will have some changes and have larger print.
- Bonds – One of the bonds the library purchased in January was called before our paperwork went through. The funds were reimbursed & another bond purchased.
- TIFA – Tax Increment Financing Authority: Mary Budzinski explained how there was an error in how we were dividing the tax checks received from the City of Chelsea. The City was taking out the TIFA from one of the first checks they sent us, but we didn't know when or how much until they started direct deposits in 2013. We should have figured the

split before the TIFA was deducted not after and this caused a shortfall in 2009 where the board moved \$43,000.00 to the Debt fund to cover that year's payment. After receiving the TIFA figures from the City from when we moved back downtown until this year, Mary refigured each year and came up with the amount that needs to be transferred from operating to debt and this was verified by our auditors and they will make a balance sheet adjustment. From 2007 – 2013 we should have transferred \$73,736.52, minus the transfer made in 2009 of \$43,000.00 and minus the correction already made for 2015 we still need to transfer \$21,339.48 to the debt fund.

- The Michigan legislature was preparing a change to what entities should have to pay TIFA tax and letting libraries choose to withdraw from these payments.
- E. Sensoli asked about a cost or plan for the new strategic plan? Are we seeking bids on this? No, Bridgeport Consulting comes highly recommended and part of this is how they believe in community input for the plan.
- J. Wilczynski informed Lyndon Township about PA269/SB571 and how it would affect the library informing patrons about elections.
- Friends report: The Friends are working towards more exposure in the community like being present at the Farmers Market, they viewed a demo of their new website, April 13 is the staff appreciation lunch, March book sale brought in \$878.00.

Public Comment:

Lisa Carolin from the Chelsea Update introduced herself as our new reporter.

Action Item #1: Donations

MOTION made by S. Lackey, SECONDED by T. Helfferich to approve/allocate the donations for February 2016. Discussion: None All Ayes: 6-0

Discussion Item #1: Review of FY 2017 Budget Calendar

Update where the budget hearing notice will be placed.

Discussion Item #2: Public Participation at Board Meetings

Update the public participation to reflect the library management.

Trustee Enrichment

United for Libraries – Resources for Trustees. Was viewed by the board and they will decide on which ones they would like to review at future board meetings. The policy committee will view the one on library policies before their meeting on Thursday with L. Coryell & L. Ballard.

Committee & Friends Reports

Policy Committee – Will be meeting this Thursday, March 17th.

Finance Committee – Will plan their next quarterly meeting.

Personnel Committee – No report

Nominating Committee – No report

Fundraising Committee – Set meeting date.

Public and Board Comment:

T. Lancaster reminded the board that L. Coryell's 90 day performance review is coming up soon. It doesn't need to be a full review. L. Ballard agreed that she has resumed as ~~is just~~ the assistant director as of Lori's hiring.

Other Items:

None

Adjourn:

MOTION made by A. Merkel, SECONDED by E. Sensoli to adjourn the meeting at 7:45 p.m.

All Ayes: 6-0

Janice L. Carr

4/19/2016

Janice L. Carr, Board Secretary

Date