

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

Tuesday, January 21, 2014 6:42 p.m.  
Meeting Location: McKune Meeting Room

**Trustees in Attendance:** Gary Zenz, Susan Brown, Janis Miller, Elizabeth Sensoli, Robin Wagner, Jan Carr, Director Bill Harmer.

**Trustees Absent:** Jerry Wilczynski, with notice.

**Staff:** P. Roberts, T. Lancaster and L. Ballard

**Guests:** Judge Conlin, Mary Budzinski, Mandy Reed & Heather van Poucker from the Michigan Municipal League.

**Welcome and Call to Order**

G. Zenz called the meeting to order at 6:42 p.m.

**Agenda Review and Additions**

1. Discussion 2 – Budget Adjustment
2. Discussion 3 – Budget Correction

MOTION made by R. Wagner, SECONDED by S. Brown to approve the agenda as revised.

Discussion: None

All Ayes: 6-0

**Swearing in of new Trustees**

Judge Richard E. Conlin of the 14A-3 District Court performed the swearing in of new Sylvan Township Trustee, Jan Carr and re-appointed Lima Township Trustee Elizabeth Sensoli.

**Introduction of New Staff Member**

B. Harmer introduced our new Marketing Coordinator Patty Roberts.

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by R. Wagner, SECONDED by J. Carr to approve the minutes of the December 17, 2013 Board Meeting. Discussion: J. Carr – Do we have the matching funds for the MCACA grant? Yes, there are matching funds available in the 2014 budget and from the Friends of the CDL.

All Ayes: 6-0

MOTION made by S. Brown, SECONDED by E. Sensoli to accept the General Fund Operational checks for December 2013. Discussion: R. Wagner noted that budget income was greater and expenses less than projected.

All Ayes: 6-0

**Director's Report Update:**

B. Harmer gave an update to his report. The Purple Rose Theater has received a grant to support the continuation of concert readings at the library. The 2013 audit is coming up in late February. Wireless usage was up 61% in 2013. We hired 2 new staff members: Patty Roberts to fill the marketing coordinator position and Jessica Schmidt who will be replacing

librarian Robin Linkowski. Jessica will work 16 hours a week until she graduates from U of M in April with her Master in Library & Information Science degree.

The 5H Community Read planning is under way. We are in year 4 of a 5 year plan with this year's theme "Connecting with Others". Over the past 3 years we have supplied 1500 copies of the read book and estimate that at least 3 people have read them each for a total of 4500 participants, 2000 have attended programs and 2013 provided the best kick-off event ever. This past year we had such a great display in our lobby that staff members R. Andrews, M. Bell & A. Zoran put together. The Chelsea community and the Chelsea District Library led the effort to connect all of the 5 Healthy Communities and bring them together for a unified program. We are working on a better method to determine how many people are actually reading the book. The Community Read takes a lot of time to plan and execute with B. Harmer doing a majority of this work. Will funding from the Wellness Foundation continue to be available after the 5 years commitment? The website for the Read had 2000 hits. R. Wagner wanted to know if we had sent a letter to the publisher letting them know how much we enjoyed the book and how many had read "A Walk in the Woods?" This could provide a lead in to get the author for the Midwest Literary Walk.

Broadband service within the Chelsea School District continues to be a concern in rural areas of western Washtenaw County. Connect Michigan and our State Representative Driskell are working to define those areas with connectivity problems. A community survey was developed and mailed with the Washtenaw County tax bills. Our Technology Director, M. Bell, is co-chairing this committee which has received 1000 survey responses to date. Expectations are for 1500 - 2000 responses. Internet service to the district was part of our strategic plan.

B. Harmer was asked to write an article for the Journal of Library Administration by Josie Parker, Director of the Ann Arbor District Library. The Public Library Association conference this March is in Indianapolis, Indiana. B. Harmer has been asked to present with OCLC, talk about the success of the "Geek" campaign and how community engagement is important. Bill will also speak at the Indiana Library Association's conference in November.

The authors for the Midwest Literary Walk have been tentatively identified, but not confirmed.

**Public Comment:**

None

**Salary Survey review with the Michigan Municipal League**

Mandy Reed & Heather van Poucker from the MML reviewed the salary survey with the board, going over salaries, benefits and paid time off.

**Action Item #1: 2014 Library Board Officers**

MOTION made by R. Wagner, SECONDED by J. Miller to accept the presented slate of officers for 2014. Discussion: None All Ayes: 6-0

**Action Item #2: 2014 Library Board Committees**

MOTION made by G. Zenz, SECONDED by R. Wagner to accept the trustees assigned to the board committees for 2014. Discussion: None. All Ayes: 6-0

### **Action Item #3: Donations for 2013**

MOTION made by R. Wagner, SECONDED by J. Miller to accept the general donations for December 2013 in the amount of \$1,400.00. Discussion: These are mostly newspaper digitization project donations. We are 70% complete. All Ayes: 6-0

### **Action Item #4: 2014 Budget Adjustment Digitization Project**

MOTION made by G. Zenz, SECONDED by E. Sensoli to accept the presented budget adjustments for the newspaper digitization project from 2013 to 2014. Discussion: The digitization project is a restricted line item not expensed in 2013 and carried to 2014. All Ayes: 6-0

### **Discussion Item #1: PTO Policy**

B. Harmer went over his request to suspend PTO payouts for staff effective 1/21/2014. These payouts are difficult to manage in the budget and not equally applied to staff per the MML report. The board was concerned about staff not being previously advised of this decision to give them the opportunity to ask for a payout or use bank hours. PTO payouts are not paid out at the rate earned but at the staff's current rate which impacts the budget.

### **Discussion Item #2: Budget Adjustment for 2014**

B. Harmer reviewed with the board why he is asking for \$3,500 from the grant writing line to be moved to the personnel line. As part of the strategic plan the board approved the commission of the salary survey. Several items to consider that were brought up by the salary survey: 1) staff turnover is costly 2) all job categories will need new wage ranges to bring staff in line with the survey, items taken into consideration were duties, years of service, years of experience 3) to cover the cost of wage increases we would use the \$5000.00 already in the supplemental line of the 2014 budget, stop PTO payouts that were budgeted for 2014, and move \$3500.00 from the grant writer line to personnel (this will leave \$1000.00 in the grant writer line) 4) the proposed increases will not impact four staff members as they are already in line with the new ranges, including B. Harmer, T. Lancaster, L. Campbell, and M. Tobin. B. Harmer handed out a graph to show where staff is ranked on the wage scale currently, and where they would be after the wage increase. Of the several items brought to light by the Michigan Municipal League survey this is the first adjustment. Staff knew that we were having the survey done and that competitive wages were one part we were looking as well as other benefits. Question by the board was when would staff get their raises?

### **Discussion Item #3: 2013 Budget Correction**

T. Lancaster asked the Board approve the following correction to the 2013 budget: \$400 needs to be moved from 980.900 (Technology) to 967.910 (Equipment). This gift from the Friends of the CDL was assigned to wrong account; it is not a Capital level purchase.

MOTION made by G. Zenz, SECONDED by J. Carr to move the presented 2013 budget correction, Discussion Item #3 to Action. Discussion: None All Ayes: 6-0

### **Action Item #5: 2013 Budget Corrections**

MOTION made by J. Carr, SECONDED by J. Miller for the board to approve the presented 2013 budget correction. Discussion: None All Ayes: 6-0

### **Committee & Friends Reports**

**Friends of the Library** – The Friends Annual Meeting will be this Saturday, January 25<sup>th</sup>. Mission Based Books is going out of business; the Friends will look for another company.

**Policy Committee** – Next meeting is Thursday, January 30<sup>th</sup>.

**Finance Committee** – Next meeting is scheduled for February in the Director's office.

**Personnel Committee** – Next meeting is scheduled for Friday, January 31<sup>st</sup>. They met on January 17<sup>th</sup> and review the forms for the Director's review and have many suggestions for changes.

**Art Committee** – No Report

**Fundraising Committee** – B. Harmer and E. Sensoli will be meeting with Friends President Marie Brooks this Thursday, January 23<sup>rd</sup>.

**Nominating Committee** – No Report

**Public and Board Comment:**

None

**Other Items:**

None

**Adjourn:** MOTION made by E. Sensoli, SECONDED by R. Wagner to adjourn the meeting at 9:47 p.m. All Ayes: 6-0

Elizabeth M. Sensoli, President-Elect

2/18/14

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~~Gary Zenz, Secretary~~

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Date