

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

Tuesday, December 16, 2014 6:45pm  
Meeting Location: McKune Meeting Room

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

**Trustees Absent:** None

**Staff:** K. Persello, J. Schmidt, R. Andrews, B. Easterwood, M. Bell, K. Sulecki, M. Kinner, L. Abcouwer, A. Zoran, J. Medeiros, P. Roberts, L. Smith, E. Brock, M. Tobin, T. Lancaster & L. Ballard.

**Guests:** Jennifer Kundak, State Representative Gretchen Driskell & Mary Budzinski.

**Welcome and Call to Order**

S. Brown called the meeting to order at 6:45 p.m.

**Agenda Review and Additions**

1. Discussion Item #4 – 401A Retirement Plan

MOTION made by G. Zenz, SECONDED by E. Sensoli to approve the agenda as ammended.  
Discussion: None All Ayes: 7-0

**Presentation: Gretchen Driskell**

B. Harmer introduced State Representative Gretchen Driskell who has led the broadband service issue in Washtenaw County. Two-thirds of the Chelsea School District does not have access to the internet. Realtors in the area have commented that they have lost sales due to the lack of broadband access.

Representative Driskell presented Melanie Bell with a tribute from the Michigan Legislature, signed by Governor Snyder, Senator Rebecca Warren and herself, recognizing her leadership in on the issue in Washtenaw County. Melanie received a standing ovation from everyone in attendance.

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by J. Wilczynski, SECONDED by J. Miller to approve the minutes of the November 18, 2014 Board Meeting. Discussion: None All Ayes: 7-0

MOTION made by R. Wagner, SECONDED by G. Zenz to accept the General Fund Operational checks for November 2014. Discussion: R. Wagner commented on the 355.45% increase in net income from 2013 to 2014. S. Brown asked about the State grants line – we did not receive all of the grants we applied for. The tax income for the 2015 budget has started coming in.  
All Ayes: 7-0

**Director's Report Update:**

B. Harmer gave an update: The marketing report included copies of the new library column in the Chelsea Standard and an article on the Frozen party. Sonic Sundays is expanding from 4 to 6 Sunday's. We are busy planning the Midwest Literary Walk. Some authors are signed up but not all. Edward Hirsch – a Guggenheim Fellowship is one of the participants and venues include Purple Rose, Chelsea Ale House, the Train Depot will be the site of the open mic and possibly Jiffy Mix.

The CDL Volunteer Holiday party was on December 6<sup>th</sup> at which the Volunteer & Friend of the year were announced. Bill announced an outreach program with St. Joseph Mercy Hospital - Chelsea Cancer Center. Patients receiving treatment will have access to books, magazines, music & games. The library will assist the hospital in managing content, which they will pay for. J. Miller asked about the makerspace. The old Heller Electric building has a new owner and we are exploring the ability to use approximately 5,000 sq. of the space for programming. J. Carr asked about the Dexter Township trustee – they are meeting tonight and will appoint Charlie Taylor to replace Janis Miller. J. Miller asked about the removal of the plexi holders. We will be putting up LCD's next to the family bathroom in the youth area and upstairs on the column behind the adult services desk. These will target programming & services to the appropriate age groups. S. Brown commented on the letter from Mayor Lindauer. M. Bell is expecting the hot spot in Lyndon Township to go live this week after resolving some issues with Sprint.

**Public Comment:** J. Kundak, Friend of CDL let the board know of the upcoming Friends of Michigan Libraries meeting April 23<sup>rd</sup> & 24<sup>th</sup> in Rochester Hills

**Action Item #1: Donations for November 2014**

MOTION made by J. Miller, SECONDED by E. Sensoli to accept and allocate the general donations for November-December 2014 in the total amount of \$1,700.00. Discussion: None.

All Ayes: 7-0

**Action Item #2: 2015 Library Calendar of Operations & Holidays**

MOTION made by G. Zenz, SECONDED by J. Carr to the presented 2015 Calendar of Operations & Holidays. Discussion: B. Harmer has moved the Staff in Service from April to October.

All Ayes: 7-0

**Action Item #3: 2015 Board Meeting Calendar**

MOTION made by R. Wagner, SECONDED by E. Sensoli to approve the presented 2015 Board Meeting Calendar. Discussion: B. Harmer made an executive decision to combine the April board meeting & the board retreat on April 11<sup>th</sup>.

All Ayes: 7-0

**Action Item #4: Budget Carryover from 2014 to 2015**

MOTION made by J. Carr, SECONDED by J. Miller to approve the presented budget carryover of \$5,682.00 from 2014-2015 Discussion: These are for the makerspace and the Historic Newspaper Digitization Project. We are hopeful that Heritage Newspapers will purchase the remaining 11 years.

All Ayes: 7-0

**Discussion Item #1: 2015 Board Officers**

The slate of officers for 2015 presented is: E. Sensoli – President; Jerry Wilczynski – President Elect; Robin Wagner – Treasurer; Gary Zenz – Secretary. This will move to Action in January.

### **Discussion Item #2: 2015 Board Committees**

The presented board committees will have to be looked at again. The President-Elect has been the chair of the Nominating committee. This will move to Action in January.

### **Discussion Item #3: 2014 Budget Adjustments**

This budget adjustment is to remove a Friends donation request we didn't ask for.

MOTION made by R. Wagner, SECONDED by G. Zenz to move the requested budget adjustments to action. Discussion: None All Ayes: 7-0

### **Action Item #5: 2014 Budget Adjustments**

MOTION made by R. Wagner, SECONDED by J. Carr to approve the presented budget adjustments for 2014. Discussion: None All Ayes: 7-0

### **Discussion Item #4: 401A Matching Retirement Plan**

R. Wagner walked the board through the result of five Finance Committee meetings to come up with a proposal for a retirement plan for the library. The staff currently have access to a 457b plan that will be kept, but add a 401a matching plan. When they met with the MERS (Municipal Employee's Retirement System) of Michigan representative, she was able to make clear the differences and benefits for both the library and employees. The committee answered several questions for the board that represented the content of their recommendation. J. Carr – This was so well researched and presented. How long does an employee need to be employed before an employee is eligible to participate in the current 457b? After their 90 day introductory period. R. Wagner – with the 401a plan the library saves on FICA but the employee has flexibility with the 457b. Fees are lower with MERS than with Nationwide or Security Benefits. If the employee contributed to the 401a it would be ~~after~~ before tax, the 457b is before tax. J. Wilczynski – the committee was not in agreement with all of the answers to the six questions. He doesn't feel that part-time employees should receive retirement from the library. E. Sensoli - the library shows that we have long term part-time employees (average of 9 years for full time employees & 7.5 years for part time). With the 401a, MERS becomes the fiduciary not the library. Employees do not have to move their existing 457b's to MERS, but any new money would be invested with them.

MOTION made by J. Wilczynski, SECONDED by J. Carr to move the 401A Matching Retirement Plan to action. Discussion: None All Ayes: 7-0

### **Action Item #6: 401A Matching Retirement Plan**

MOTION made by G. Zenz, SECONDED by E. Sensoli to approve the presented 401A Matching Retirement Plan for the Chelsea District Library. Discussion: None All Ayes: 7-0

### **Committee & Friends Reports**

**Friends of the Library** – The Friends will host the 2015 annual meeting on January 31<sup>st</sup>. They have a slate of new officers, except the President Elect and that should be filled by the meeting. J. Schmidt will be the speaker and will talk about the leveled reader.

**Policy Committee** – The Policy committee will schedule a meeting to adopt the Finance Committee recommendations for the 401A Matching Retirement Plan.

**Finance Committee** – Met on December 1<sup>st</sup> & December 15<sup>th</sup> to discuss the employee retirement plan for 2015. No meetings are scheduled.

**Personnel Committee** – No Report.

**Fundraising Committee** – No Report.

**Nominating Committee** – 2015 Board leadership positions and committee assignments filled.

**Public and Board Comment:**

K. Persello & M. Bell thanked the board for approving the retirement plan. Jennifer Kundak attended the school board meeting and forwarded remarks from school board president, Steve Olsen. Joe Hune is our new state Senator and Board members are encouraged contact his office regarding library advocacy. S. Brown was nominated the President-elect of the Rotary Club of Chelsea for 2016-17.

**Other Items:**

None.

**Adjourn:**

MOTION made by G. Zenz, SECONDED by J. Miller to adjourn the meeting at 7:50 p.m.  
All Ayes: 7-0

Susan V. Brown

1/20/2015

\_\_\_\_\_  
Gary Zenz, Board Secretary  
Susan Brown, Board President

\_\_\_\_\_  
Date