# Chelsea District Library Board of Trustees Minutes of Regular Meeting

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

<u>Trustees in Attendance:</u> 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, Lynn Fox, Tim Farmer, Susan Lackey & Mary Budzinski.

## **Welcome and Call to Order**

E. Sensoli called the meeting to order at 6:45 p.m.

# **Agenda Review and Additions**

1. Discussion Item #3 – Capital Improvement Fund Commitment

MOTION made by G. Zenz, SECONDED by S. Brown to approve the agenda as revised. Discussion: None

All Ayes: 7-0

## **Compulsory Segments:**

Minutes and Approval of Checks

MOTION made by S. Brown, SECONDED by R. Wagner to approve the minutes of the November 16, 2015 Special Board Meeting. Discussion: Corrections to the minutes are – The top should read "Minutes of Special Board Meeting" and the 2<sup>nd</sup> roll call should read "out of closed session". S. Brown & R. Wagner as amended.

All Ayes: 7-0

MOTION made by J. Carr, SECONDED by C. Taylor to approve the minutes of the November 16, 2015 Closed Session. Discussion: None All Ayes: 7-0

MOTION made by G. Zenz, SECONDED by J. Wilczynski to approve the minutes of the November 17, 2015 Board Meeting. Discussion: None All Ayes: 7-0

MOTION made by J. Wilczynski, SECONDED by R. Wagner to accept the General Fund Operational checks for November 2015. Discussion: None All Ayes: 7-0

# **Interim Director's Report Update:**

L. Ballard gave an update: Several months back L. Ballard saw in an enews from MLA that libraries could apply for a reimbursement from the State of Michigan to cover some of their loss from the 2014 Personal Property Tax revisions. We filled out the paperwork with help from PFM and received word from the state that we had turned it in too late. A couple of weeks later we received a check for \$3011 which will be put in the Debt Service bank account. C. Taylor commented that he would like to see a permanent Maker's Space at the library. This isn't possible right now, but sometime after the New Year some of the items will be available for check out by patrons. Staff are in the process of writing documentation for this. S. Brown thanked L. Ballard for meeting with her daughter.

## **Public Comment:**

Mary Budzinski wanted to say Good-bye and Thank you to the three departing board members, G. Zenz, S. Brown & R. Wagner.

# **Board of Trustee candidate interviews & discussion**

#### Interviews:

The board interviewed the following candidates for the At Large Trustee term February 2016-December 2016:

7:00 pm - Lynn Fox - City of Chelsea

7:25 pm - TJ Helfferich - City of Chelsea

7:50 pm - Tim Farmer - City of Chelsea

8:15 pm – Anne Williams – Dexter Township

8:25 pm - Gary Munce - Lyndon Township

The board took a break between the three new candidates and the two who had been previously interviewed.

Discussion on each candidate and what they would bring to the board.

Process - The board ranked each candidate 1-5, one the highest ranking, 5 the lowest ranking. The two candidates with the lowest score would be voted on by roll call vote. The two with the lowest score were T.J. Helfferich and Gary Munce.

The roll call vote was as follows:

Roll call vote: Elizabeth Sensoli – Gary Munce, Jerry Wilczynski – T. J. Helfferich, Robin Wagner – T. J. Helfferich, Susan Brown – T. J. Helfferich, Charlie Taylor – Gary Munce, Jan Carr - T. J. Helfferich, Gary Zenz– Gary Munce. Final: T. J. Helfferich 4 votes, Gary Munce 3 votes.

MOTION made by C. Taylor, SECONDED by J. Wilczynski to approve appointment of T. J. Helfferich as the At large trustee to fill out the remainder of Robin Wagner's term to the Chelsea District Library board for the term of February 2016- December 31, 2016. Discussion: None All Ayes: 7-0

R. Wagner stepped out at this time.

## Action Item #1: Donations October

MOTION made by J. Wilczynski, SECONDED by G. Zenz to accept and allocate the general donations for November 2015 in the total amount of \$1,110.00 plus \$1,000.00 that is being allocated. Discussion: None

All Ayes: 6-0

# Action Item #2: 2016 Calendar of Library Operations & Holidays

MOTION made by G. Zenz, SECONDED by J. Wilczynski to approve the presented 2016 Calendar of Library Operations & Holidays. Discussion: Question on the Shared System Not Available – this is when The Library Network takes the system down for maintenance and the catalog or check out system are both unavailable.

All Ayes: 6-0

## Action Item #3: 2016 Library Board Meeting Calendar

MOTION made by S. Brown, SECONDED by J. Carr to approve the presented 2016 Board Meeting Calendar. Discussion: Question on whether the board would like to move the

December 20<sup>th</sup> meeting to December 13<sup>th</sup> due to the holidays. This can be decided at a later date.

All Ayes: 7-0

# Action Item #4: Budget Carryover from 2015 to 2016

MOTION made by J. Wilczynski, SECONDED by C. Taylor to approve the presented Budget carryover from 2015 to 2016. This was updated from the November discussion item. All Ayes: 7-0

Discussion: None

# Action Item #5: 2015 Budget Adjustments

MOTION made by R. Wagner, SECONDED by J. Wilczynski to approve the presented 2015 budget adjustments. This was updated from the November discussion item. Discussion: None All Aves: 7-0

# Discussion Item #1: 2016 Board Officers

J. Wilczynski reviewed the presented officers for 2016. This will move to action in January 2016.

## **Discussion Item #2: 2016 Board Committees**

J. Wilczynski reviewed the presented committee appointments for 2016. L. Ballard brought to the boards attention that the standing committees are not listed in the boards by-laws and this is something they might want to change next year. This will move to action in January 2016.

## **Discussion Item #3: Capital Improvement Fund Commitment**

L. Ballard review this with the board. Per our auditors, the board made a decision to commit a set dollar amount to be committed to the Capital Improvement Fund of \$100,000. With the transfer of \$18,000 in 2016 to the budget for capital improvements the balance will be down to \$29,974. The board can decide to keep the balance at \$100,000 or change it to \$50,000.

MOTION made by G. Zenz, SECONDED by S. Brown to move discussion item #3, Capital Improvement Fund Commitment to action. Discussion: None All Ayes: 7-0

MOTION made by C. Taylor, SECONDED by J. Carr to approve a \$100,000.00 balance in the Capital Improvement Fund to action. Discussion: None All Aves: 7-0

# **Committee & Friends Reports**

Friends of the Library – The Friends annual meeting is January 30<sup>th</sup> from 10:15 to 12 noon and they have asked Lori Coryell to be the speaker.

**Policy Committee** – No Report

**Finance Committee** – Minutes from the October 1<sup>st</sup> meeting are in the packet.

**Personnel Committee** – No report

Nominating Committee – Met and presented officers & committee appointments this month.

#### **Public and Board Comment:**

Lynn Fox commented that previous attorney recommendations to the Board had been that officers of the Friend's of the Chelsea District Library could not serve concurrently on the CDL Board of Trustees as this would constitute a conflict of interest.

Jim Prui	itt of the Chelsea Update asked if the library	board minutes	were put in any	paper of
record.	They are not. Lisa Allmendinger would like to	o be our paper	of record.	

Other	Items:
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C. Taylor had a discussion with P. Roberts about a sign in front of the library. L. Ballard stated that City & State ordnances prevent us from doing this. R. Wagner thanked L. Ballard & T. Lancaster for their work.

Adjourn:
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MOTION made by G. Zenz, SECOND	DED by C. T	Γaylor to adjourn	the meeting	at 9:29 p.m.
			All Ayes: 7	7-0

Janice L. Carr	1/19/16
Janice L. Carr, Board Secretary	Date