

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

Tuesday, February 16, 2016 6:45pm
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 Interim Director Linda Ballard & T. Lancaster.

Guests: Jim Pruitt – Chelsea Update, Mary Budzinski.

Welcome and Call to Order

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

Agenda Review and Additions

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

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by E. Sensoli, SECONDED by TJ. Helfferich to approve the minutes of the January 19, 2016 Board Meeting. Discussion: Correction to top of page 2 – should read “update on SB 571” & J. Wilczynski has requested that L. Coryell & L. Ballard be listed under staff.

MOTION made by E. Sensoli, SECONDED by S. Lackey to approve the minutes of the January 19, 2016 Board Meeting as amended. Discussion: None All Ayes: 6-0

MOTION made by S. Lackey, SECONDED by E. Sensoli to accept the General Fund Operational checks & financials for January 2016. Discussion: Mary Budzinski handed out updates on the CDL Investment accounts for January 2016 & 2015 year end.

MOTION made by A. Merkel, SECONDED by TJ. Helfferich to accept the General Fund Operational checks & financials for January 2016 as amended. Discussion: None All Ayes: 6-0

Director’s Report Update:

L. Coryell update:

- SB 571 which is new PA 269: A federal judge has issued a preliminary injunction prohibiting the state from enforcing PA 269.
- Talking with attorney Anne Seuryneck regarding our HR policies and if they align with the new City of Chelsea’s Non Discrimination ordinance.
- Public Library Association (PLA) 2016: Staff going to PLA in Denver the first week of April are: L. Coryell, L. Ballard, P. Roberts, K. Sulecki, E. Meloche, and K. Persello & E. Donnell.

- Media Space: We are working on a plan to redo the media area, reducing the youth reference desk by 2/3 and adding some more seating.
- E. Sensoli asked about this being the last year for our current auditors, Andrews Hooper & Pavlik. Does the Finance committee do the RFP for a new auditor? A discussion before a decision is ~~make~~ made is warranted. E. Sensoli asked for clarification on Brainfuse and the number of sessions and the average daily use.
- T.J. Helfferich asked about the card renewals going to 1 year and will we lose card count? T. Lancaster responded that cards will remain in the system for 1 year after they have expired and if they have any fines or fees they will remain forever.

Public Comment:

None

Presentation: Michael Vorheis Financial Advisor, Chelsea State Bank Investment Services and David Schaible, EVP of Chelsea State Bank.

Dave Schaible gave an overview on how Chelsea State Bank decided to start offering investment services in 2008 and how they no longer use Infinex due to the Michigan Bankers Association not endorsing them and that they have changed to a new company, Investment Professionals Inc.

Mike Vorheis reviewed the fees we were paying with Infinex of 1.2% a year on our investments and now with Investment Professional's Inc. we don't pay any fees. He handed out reports on what the libraries library's investments are, when they were started and when they will come due.

Discussion Item #1: Policy review

Three policies were included in the packet for general information mainly for the new board members.

130 Policy Approval - L. Coryell will be asking the policy committee to review 6-8 policies this year that were first approved before 2010.

153 Role of Committee Chairs - L. Coryell – just for information.

565 Fund Balance Policy - J. Wilczynski had some questions about the different funds and if they are still valid and are they funded? GASB 54 required the library to develop a policy and to designate funds as to how they can be spent. The Capital Reserve Fund is a 30 year plan and is fully funded. The library does keep a cash flow with CD's and these were moved to the CSB investment accounts. How do we figure the amount to pay the bond debt? We work with Public Financial Management (PFM) to determine each year what our bond millage rate needs to be in order to collect the amount needed to make the 2 yearly bond payments. This is an unlimited millage meaning that we can lower or raise it without going back to the public for approval.

Committee & Friends Reports

Friends of the Library – Held officer elections at their annual meeting in January. One of their goals is to increase membership. The staff appreciation lunch will be April 13. The book sale was slow and only brought in \$550.00. The date was changed to coincide with the Chocolate Extravaganza, which was the first Saturday of February. The timing on the book sale sign was off so the banner was not put out at the correct time.

Policy Committee – Set meeting date

Finance Committee – Will meet February 22nd after the 10:00 am audit meeting.

Personnel Committee – No report

Nominating Committee – No report

Fundraising Committee – Set meeting date.

Public and Board Comment:

Jim Pruitt thought the Civil War exhibit was very nice, but for the grand opening couldn't win against chocolate.

Other Items:

None

Adjourn:

MOTION made by J. Carr, SECONDED by E. Sensoli to adjourn the meeting at 7:57 p.m.
All Ayes: 6-0

Janice L. Carr

3-15-16

Janice L. Carr, Board Secretary

Date