

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

Tuesday, May 16, 2017 6:45pm
Meeting Location: McKune Meeting Room

Trustees in Attendance: C. Taylor, S. Lackey, J. Wilczynski, J. Carr, E. Sensoli, & A. Merkel.

Trustees Absent: TJ Helfferich

Staff: Director L. Coryell, Assistant Director L. Ballard, & C. Berggren.

Guests: Ron Andrews, M. Budzinski, & Bill Tucker.

Welcome and Call to Order

C. Taylor called the meeting to order at 6:45 p.m.

Agenda Review and Additions

MOTION made by J. Wilczynski, SECONDED by E. Sensoli to approve the agenda as presented. Discussion: C. Taylor and S. Lackey complimented Lori on the success of the MLW. All Ayes: 6-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by S. Lackey, SECONDED by E. Sensoli to approve the minutes of the April 18, 2017 Board Meeting. Discussion: C. Taylor found one spelling error, which J. Carr corrected in the official, signed minutes. All Ayes: 6-0

MOTION made by E. Sensoli, SECONDED by A. Merkel to accept the General Fund Operational checks for April, 2017. Discussion: None All Ayes 6-0

MOTION made by J. Wilczynski, SECONDED by S. Lackey to accept Financial Reports for April, 2017. Discussion: J. Wilczynski wondered if the board should be involved in future bond payments. L. Coryell welcomed any involvement. Next payment is due Nov. 1, 2017. All Ayes: 6-0

Director's Report Update:

L. Coryell update:

- * Reported that the library had a lovely retirement party for Karen. Her last official day is Thursday, May 18.
- * Monday the new managerial structure goes into effect. Keegan will be downstairs with the Youth Dept. until August, when all the librarians will be housed upstairs.
- * Music in the Air event is approaching and L. Coryell and R. Andrews will be taking Jacopo all over town on Friday and Saturday to promote the event and CDL. There is an invitation-only gathering Friday night and the main concert event is the afternoon of Saturday, June 3.
- * A. Merkel volunteered to attend/help with the millage meeting (as she worked on the last millage campaign) when L. Coryell meets with Shirley Bruursema, concerning the next millage campaign.

Friends Report Update:

No Friends meeting, but they are meeting tomorrow, so there will be an update in next month's packet.

Strategic Plan Update:

- L. Coryell reported that some of the banners have arrived and they are "going to knock your socks off."
- * C. Taylor wants to see Strategic Plan metrics before next meeting, so that progress can be reviewed.
 - * J. Carr wondered if there were elements of the Strategic Plan tracking that could be put in the weekly newsletter. L. Ballard thought weekly was too much, but that quarterly would work.
 - * L. Coryell shared that our 10th Anniversary Coloring Book won a PLA PR Xchange "Best in Show" award.
 - * C. Taylor noted that fewer people have been coming in the door (as recorded by the door counter), and would like to see the library focus on getting more bodies in the actual building.
 - * J. Wilczynski would like to see an increase in teen events, which seem to be lagging.
 - * C. Taylor complimented the amount of gigabytes of data that are being reported for hotspot use.

Other Reports Notes: None

Presentations: Bill Tucker, CPA Principal at Abraham & Gaffney, P.C., discussing the FY 2016 Audit

B. Tucker made a point of thanking the CDL administrative staff for their assistance and preparation. Noted that everything was ready and accessible when they came in and that is not always the case.

- * CDL received a clean opinion, which is the best opinion a library can receive.
- * Very consistent with 2015s audit in terms of Total Fund Balance.
- * Total Revenues increased 5.4% from 2015, partly due to property tax increases and Interest Revenues from the Community Foundation Fund.
- * Total Expenditures increased 5.8% from 2015. Adding a permanent director and programming expenditures were the biggest factors in this fluctuation.
- * 4 of the past 5 years, revenue has exceeded expenditures (2013 was the exception), which is good, though he didn't know why that one year was negative.
- * Property tax accounts for 90% of revenue, Personnel for 57% of expenditure: both are very consistent with past years.
- * Had no major suggestions.
- * J. Wilczynski thanked all the CDL staff and auditors that worked on this report. Mentioned that the Community Fund confusion needs to be addressed in that money isn't an asset the library owns, but just invests. This was originally mistaken by the auditors. C. Taylor noted that this issue will need to be cleared up at the next Financial Committee meeting.

Ron Andrews, CDL Head of Technology, discussing ILS (Integrated Library System) L. Coryell gave a brief summary that we are part of a consortium (TLN) and the consortium was looking into other ILS vendors as our Sirsidynix contract expires next spring. R. Andrews has been the front man on this project, representing CDL, in selecting the next library system.

- * Ron shared that 5 systems, including Sirsidynix (our current system), were originally evaluated and last September the ILS committee chose their top 3: Polaris, Carl, and Sirsidynix.
- * In February, vendors from these 3 companies set up demos, which were attended by Ron, Mel, Lucy, Terri, Leslie + the CDL librarians. Recommendations were made and the committee then ranked the finalists.
- * The rankings were extremely close, so the committee decided to conduct site visits for Polaris and Carl (Sirsidynix, our current system, was already well known). Ron was one of 4 committee members who visited a Carl-run library system in Rochester, NY and a Polaris-run library system in Ithaca, NY.
- * The shared system libraries voted unanimously to accept the ILS committee's recommendation.

Public Comment: None

Action Item #1: Donations and Budget Adjustments

MOTION made by E. Sensoli, SECONDED by A. Merkel to approve and acknowledge the presented 2017 April donations of \$5,500.

Discussion: J. Wilczynski asked why the Friends are supporting SPR this year? Did we lose a previous donor/sponsor? L. Coryell answered that the Friends have always supported the SRP, but we did in fact lose a donor; however, that donor still plans to help, he just can't at the previous level.

All Ayes: 6-0

Discussion Item #1: Acceptance of the FY 2016 Audit

There was a short discussion on our overall impression of working with the new audit firm.

MOTION made by S. Lackey, SECONDED by E. Sensoli to move Discussion Item #1 to Action Item #2. Discussion: None.

All Ayes: 6-0

Action Item #2:

MOTION made by A. Merkel, SECONDED by J. Wilczynski to approve the presented 2016 Audit performed by Abraham & Gaffney, P.C. Discussion: None

All Ayes: 6-0

Committee Reports

Policy Committee – Reviewed and approved 4 policies. These policies will be in the June packet for Board approval.

Finance Committee – Approved the 941 Employer's Quarterly Fed. Tax Return for 1st quarter of 2017. L. Coryell will send out an email with times for the June 6 and June 13 meetings.

Personnel Committee –

Nominating Committee –

Fundraising Committee –

Public and Board Comment: None

Other Items:

E. Sensoli wondered if there were ways to keep the amount of paper/ink use down for the board packets. C. Berggren suggested that packets can be emailed instead of printed, but trustees generally like printed copies. We will look into ways to shorten and use less ink. Another way to save is to stop using page tabs, which are repetitive and costly. The board agrees to eliminate the tabs going forward.

Adjourn:

MOTION made by J. Wilczynski, SECONDED by A. Merkel to adjourn the meeting at 8:15 p.m. All Ayes: 6-0

Janice L. Carr, Board Secretary

Date