

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

Tuesday, November 15, 2011 6:45 p.m.
Meeting Location: McKune Meeting Room

Trustees in Attendance: Gary Zenz, Kristin van Reesema, Mary Budzinski, Dawn Caplis, Lynn Fox, Kathy Frisinger, Janis Miller, Bill Harmer.

Trustees Absent: None
A quorum was present.

Staff: L. Ballard, and T. Lancaster.

Guests: Toni Keim

Welcome and Call to Order

G. Zenz called the meeting to order at 6:45 p.m.

Agenda Review and Additions

1. Discussion - Nominations

MOTION made by L. Fox, SECONDED by J. Miller to approve the agenda as revised. Discussion:
None All Ayes: 7-0

Compulsory Segments:

Minutes and Approval of Checks

MOTION made by M. Budzinski, SECONDED D. Caplis to approve the minutes of the October 18, 2011 Board Meeting. Discussion: None All Ayes: 7-0

MOTION made by J. Miller, SECONDED by K. Frisinger to accept the General Fund Operational checks for October 2011. Discussion: The balance column on CDL Investments report should reflect a total of \$689,217.21, in order to match the value indicated on the Infinex reports, which we receive from CSB. M. Budzinski will go over this with Linda Sayers. L. Fox was concerned that the collection line was only at 61%. B. Harmer: There are several items that aren't invoiced until the end of the year, but it will be spent down. All Ayes: 7-0

Director's Report Update:

B. Harmer updated his board report.

- The closing event for the 2011 Chelsea Reads Together with Dan Buettner was a success. Feedback collected was very positive. A big thank you to Amy Heydlauff and her network of friends and family for the turnout.
- Veterans Day program: About 120 attended the ceremony at Veterans Park and then went to the Comfort Inn for a light lunch and a showing of the library's "Chelsea WWII Veteran's" film.
- The management team met with Erin Gong, the library's strategic planning consultant, to review outcomes for the Strategic Plan. Erin is pleased with our progress and feels we are doing very well with the process.

- The deadline for the At-Large board position was November 14th and the only person to show interest was Gary Zenz. In December, B. Harmer will recommend the board reappoint Gary to another 4 year term.
- It looks like the Governors' plan to eliminate personal property tax will happen, but deliberations will not take place in the Legislature until 2012. The library could lose upwards of \$100,000 if the proposal passes and it is not replaced with another form of taxation.
- Question on B. Morey's report and the VPN quote. The VPN allows staff to have access to the library files from home. We only have two right now for B. Harmer and R. Andrews and would like to add 8 more for the rest of the management & support staff.
- B. Harmer gave the board a preview of his director's report in the upcoming newsletter.
- A question on the Endowment and whether or not we can use tax money to fund it? The fundraising committee is investigating and will report back.
- G. Zenz asked about the problem with the HVAC stack in the basement and about possibly changing out the lights with all of the problems we are having with the ballast. Fuller Heating & Cooling will examine the stack that is leaking, and possibly bring the manufacture to resolve this. Almost all of the ballasts have been changed. To use LED lights would take a complete change as the bases of these bulbs are different.

Public Comment:

None

Communications:

None

Action Item #1: Acceptance of Donations

MOTION made by L. Fox, SECONDED by M. Budzinski to accept the donations for October 2011 in the amount of \$1,645.00 and addition of this amount to the 2011 budget. Discussion: The Michigan Council for Arts & Cultural Affairs will issue a final \$800 check after they receive the library's closing report. All Ayes: 7-0

Action Item #2: Correction of Donations

MOTION made by K. Frisinger, SECONDED by J. Miller to accept the corrected account numbers for donations approved in May and September. Discussion: Please list original account lines for the board. All Ayes: 7-0

Action Item #3: Budget Adjustment

MOTION made by L. Fox, SECONDED by M. Budzinski to move \$5505 from the Capital Improvement Fund at Chelsea State Bank to the library's Operating Budget (line item 975.200) to cover expenses for Capital Maintenance Projects, including repair of the roof, the sump pump, and the capital reserve study. Discussion: We have received the Capital Reserve study, but it will take several months to get through all of the data and be able to report out on it. All Ayes: 7-0

Discussion Item #1: Approval of 2011 Holiday & Board Schedule

The board will need to approve library closings on designated holidays and staff in-service day for 2012 and the calendar of CDL board meetings. Discussion: Correct the January board meeting date to the 17th. This will move to action next month.

Discussion Item #2: Action Plan for Library Endowment

The director presented to the board a quick demonstration of his action plan for developing and growing the library's endowment, which is held by the Community Foundation of Southeast Michigan. Discussion: Feedback from the board is that academic libraries have been doing this forever and several local libraries (Ann Arbor & Plymouth) have also funded endowments. Could we find a volunteer to develop this?

Discussion Item #3: Assign and Approve Restricted Money to Capital Replacement

Assign restricted money to capital replacement based on recommendations by auditor. The Board of Trustees will designate the following funds as restricted or non-restricted to satisfy GASB 54.

<u>Name of Fund</u>	<u>Designation</u>
General Fund	Non-Restricted
Capital Improvement Fund	Restricted
Capital Campaign Fund	Restricted
Debt Service Fund	Restricted

Discussion: Do the funds have to have a listed dollar amount and can these funds be in the same investment/savings account? This will move to action next month.

Discussion Item #4: Budget Adjustment

That the Board approves the presented budget items for adjustments to the 2011 budget in the amount of \$6,850.00. This will move to action next month.

Discussion Item #5: Budget Carry-Over from 2011 to 2012

That the Board approves budget carry-overs to the 2012 budget, transferring \$17,508.00 from the 2011 budget. This will move to action next month.

Discussion Item #6: Nominations

Please email L. Fox with nominations for the 2012 CDL board officers. G. Zenz and M. Budzinski have been in their present position for two consecutive years and therefore cannot be President and Treasurer in 2012. K. van Reesema term on the board is also expiring. D. Caplis has agreed to stay on as Secretary. The open positions are President, Vice-President and Treasurer. The slate of officers will be presented in December for January approval.

Committee & Friends Reports

Policy Committee—None

Finance Committee – M. Budzinski and B. Harmer met with Diane Winner to review the status of the library's investments, which are healthy and strong. The Committee will meet again on January 16, 2012.

Personnel Committee –None

Art Committee – None

Fundraising Committee –Met on November 17.

Friends of the Library – Friends generated \$925.00 from the November book sale.

Nominating Committee – During discussion items.

Public and Board Comment:

None

Other Items:

None

Adjourn:

MOTION made by L. Fox, SECONDED by K. Frisinger to adjourn the meeting at 8:33 p.m.
All Ayes: 7-0

Dawn Caplis

12/20/11

Dawn Caplis, Board Secretary

Date