

**Community District Library  
Administrative Office  
Olmstead Meeting Room  
Board Meeting  
May 23, 2012**

Members Present: John Sedlock; Peggy Michalek; Karen Hornus; Debra Newman; Dana Horn; Tom Chaput; Geraldine Hagadon; Carol Chrisinske.

Members Absent: none

Staff Present: Mary Kalat; Sue Huff; Cathy Cramner; Linda Hudecek; Kelly Follen.

MMLC Staff Present: Denise Hooks; Irene Bancroft

Guest: Dori Boertman; Jessica Robison

Board Chairman John Sedlock called the May 23, 2012 Community District Library Board of Trustees meeting to order at 7:00 p.m.

**Approval of the Agenda:** Motion by Karen Hornus, seconded by Geri Hagadon to approve the agenda with the addition of

New Business: b. Special Board Meeting: Thursday, June 7, 2012, 7:00 p.m.

Old Business: b. Ballot Resolution

All yeas (8-0). Motion carried.

**Citizens Comments:** none

**Approval of the Minutes:** Motion by Karen Hornus, seconded by Peggy Michalek to approve the minutes of the April 18, 2012 Special Meeting and the April 25, 2012 Meeting as presented. All yeas (8-0). Motion carried.

**Approval of the Financial Statements:** Dana Horn brought forward the motion from the Budget & Finance Committee to approve the financial statements as presented. Roll Call: John Sedlock, yes; Peggy Michalek, yes; Karen Hornus, yes; Debra Newman, yes; Dana Horn, yes; Tom Chaput, yes; Geraldine Hagadon, yes; Carol Chrisinske, yes. All yeas (8-0). Motion carried.

**Approval of the Bills:** Dana Horn brought forward the motion from the Budget & Finance committee to approve the Bills List (checks #4081 -4101, noting the correction to check #4088 of an additional \$10.00), in the amount of \$13,437.86. Roll Call: John Sedlock, yes; Peggy Michalek, yes; Karen Hornus, yes; Debra Newman, yes; Dana Horn, yes; Tom Chaput, yes; Geraldine Hagadon, yes; Carol Chrisinske, yes. All yeas (8-0). Motion carried.

**Communications Received:** Deb Newman presented a letter from the City of Corunna appointing Karen Hornus to the CDL Board as the City of Corunna representative. Deb also presented information from the City of Perry accepting the resignation of Dan Lauterbur.

## **Committee Reports**

### **1. Personnel Committee**

- a. **Personnel Committee:** Committee Chair Peggy Michalek notified the Board that the Personnel Committee and Director Search committee will be combining.
- b. **Director Search Process:** Director Search Timeline: Peggy Michalek brought forward the motion from the Personnel Committee to approve the Director Search Timeline as presented. All yeas. (8-0). Motion carried.
- c. **Perry City Branch:** Peggy Michalek brought forward the motion from the Personnel Committee to postpone hiring a new branch manager at Perry until after a new director is hired. All yeas (8-0). Motion carried.
- d. **Director Salary Range:** Peggy Michalek brought forward the motion from the Personnel Committee to set the Director Salary Range at \$45,000 - \$52,000 annually. All yeas. (8-0) Motion carried.

### **2. Budget & Finance Committee**

- a. **Annual Audit:** Dana Horn brought forward the motion from the Budget & Finance Committee to open for bid the Contract for the Annual Audit of the Fiscal Year 2011-2012 financial records. Tom suggested a three to five year contract with a 30 day option to cancel. A suggestion was made to offer two bid options: one for 3 years and one for 5 years. Motion from committee withdrawn. Board members agreed to postpone this item until the special board meeting.
- b. **Annual Discretionary Staff Bonus:** Dana Horn brought forward the motion from the Budget & Finance Committee to rescind the April 25<sup>th</sup> Board meeting the motion by G. Hagadon and seconded by D. Horn to give discretionary bonus' retroactive to June 2011. *Roll call.* All yeas (8-0). Motion carried.  
Dana Horn brought forward the motion from the Budget and Finance Committee the motion to allocate \$5,000 to the line item 703.001 Employee Benefits: Discretionary Bonus to be distributed to current employees with the June 8, 2012 payroll, with the percentage year based on July 1, 2011. Roll call vote: Roll Call: John Sedlock, yes; Peggy Michalek, yes; Karen Hornus, nay; Debra Newman, yes; Dana Horn, yes; Tom Chaput, yes; Geraldine Hagadon, yes; Carol Chrisinske, yes. (Yeas: 7; Nays:1) Motion carried.  
Dana Horn brought forward the motion to distribute to all current employees with the June 22<sup>nd</sup> payroll the balance of the \$5000 allocation in a one-time equal share bonus. Roll Call: John Sedlock, yes; Peggy Michalek, yes; Karen Hornus, yes; Debra Newman, yes; Dana Horn, yes; Tom Chaput, yes; Geraldine Hagadon, yes; Carol Chrisinske, yes. All yeas (8-0). Motion carried.
- c. **Lois Lenski Grant Opportunity:** Dana Horn brought forward the motion from the Budget & Finance Committee the motion to authorize the Interim Coordinator to submit a grant application to the Lois Lenski Covey Foundation to enhance the

non-fiction collection at the Shiawassee Township branch. Roll Call: John Sedlock, yes; Peggy Michalek, yes; Karen Hornus, yes; Debra Newman, yes; Dana Horn, yes; Tom Chaput, yes; Geraldine Hagadon, yes; Carol Chrisinske, yes. All yeas (8-0). Motion carried.

**New Business:**

1. **FY 2012-13 Budget Hearing:** The Board set the Budget Hearing for the fiscal year 2012-13 proposed Budget for Thursday, June 7, 2012; at 7:00 p.m.
2. **Special Board meeting:** The Board set Thursday, June 7, 2012; immediately following the Budget Hearing for a special board meeting. Agenda items will include the New Director Job Posting, Director's Job Description, Audit Request for Proposals.

**Old Business:**

1. **District Library Agreement, Amendment #2:** Motion by Karen Hornus seconded by Debra Newman to rescind the April 18<sup>th</sup> Special Board meeting motion by P. Michalek, supported by D. Horn to accept the District Library Amendment #2 of one-year rotations based on term limits alphabetically in accordance with previously adopted term ending dates. All yeas. (8-0). Motion carried.  
Motion by Karen Hornus, seconded by Debra Newman to adopt the District Library Agreement, Amendment #2 as written by Attorney James Brown of Mika, Meyers, Becket & Jones, and submitted to the participating municipalities. All yeas. (8-0). Motion carried.
2. **Ballot Resolution:** Motion by Geraldine Hagadon, seconded by Peggy Michalek to approve the Resolution to Approve the Ballot Proposal for the District-wide Library Millage and Matters Related as presented. All yeas (8-0). Motion carried.

**Interim Coordinator Report:** Irene thanked the Board for their help and guidance over the past three weeks. Reports were presented from Mary Kalat & Kelly Follen from their attendance at the Rural Library Conference. Irene introduced several of the staff members in attendance.

- Linda Hudecek, CDL Administrative Office Manager: Linda reported that the office was working to complete several documents for the upcoming Summer Reading program.
- Sue Huff, CDL – Corunna Branch Manager: Sue reported that the Corunna Friends of the Library had generously donated money to support the Summer Reading program in Corunna and that the Friends had offered to teach a class on knitting.
- Cathy Cramner, CDL – Corunna Branch Library Assistant: Cathy reported that she was assisting Denise & Irene in updating the website and arrangements were underway to allow posting of the Director Search Timeline, the Job Posting and the Director's Job Description among other enhancements.

- Mary Kalat, CDL – Shiawassee Township Branch Manager: Mary thanked the board for the opportunity to attend the Rural Libraries Conference commenting on how many new ideas she had gained.
- Kelly Follen, CDL Substitute Library Assistant: Kelly thanked the board for the opportunity to attend the Rural Libraries Conference commenting that she has begun putting together a program suggestion for a Battle of the Books program.

**Citizen Comments:** none

**Board Comments:** The Board asked about the Curwood Festival event planning. It was reported that staff members Kelly Follen and Mary Kalat are taking care of the details for this fund raising opportunity. Tom Chaput thanked the board for their help in understanding the workings of this organization. Irene thanked Dana & Deb for attending the MMLC annual joint meeting on May 10<sup>th</sup>.

Adjournment at 8:50 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Debra Newman".

Debra Newman  
Board Secretary