

**Community District Library  
Administrative Office  
Olmstead Meeting Room  
Special Board Meeting  
June 7, 2012**

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

Members Absent: Geraldine Hagadon; Tom Chaput.

MMLC Staff Present: Denise Hooks; Irene Bancroft

Staff Present: Mary Kalat; Cathy Cramner; Linda Hudecek.

Guests: Jessica Robison.

Board Chairman John Sedlock called the June 7, 2012 Community District Library Board of Special Trustees meeting to order at 7:40 p.m.

**Approval of the Agenda:** Motion by Karen Hornus, seconded by Carol Chrisinske to approve the Special Board meeting agenda as presented. All yeas (6-0). Motion carried.

**Committee Reports**

**1. Personnel Committee**

- a. **Director Job Description:** Committee Chair Peggy Michalek distributed copies of the Director's Job Description. Peggy brought forward the motion from the Personnel Committee to accept the Director Job Description as presented. All yeas (6-0). Motion carried.
- b. **Director Job Posting:** Committee Chair Peggy Michalek distributed copies of the Director Job Posting. Peggy brought forward the motion from the Personnel Committee to approve the Director Job Posting as presented. All yeas. (6-0). Motion carried.

**2. Budget & Finance Committee**

- a. **Annual Audit Request for Bids:** Motion by Carol Chrisinske, seconded by Dana Horn to authorize the Interim Coordinator to release the Request for Bid document for the Annual Audit. All yeas (6-0). Motion carried.
- b. **WorkLife HR Contract:** Motion by Carol Chrisinske, seconded by Peggy Michalek to acknowledge the cancellation of the contract with WorkLife HR, effective June 30, 2012. All yeas (6-0). Motion carried.

Meeting adjourned by motion from Carol Chrisinske, seconded by Dana Horn at 8:15  
p.m.

Respectfully submitted,

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

Debra Newman  
Board Secretary