

**Community District Library  
Administrative Office  
Olmstead Meeting Room  
Regular Board Meeting  
August 22, 2012**

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

Members Absent: Tom Chaput (excused); John Sedlock (excused).

MMLC Staff Present: Irene Bancroft; Denise Hooks

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

Guests: Jessica Robison; Jami Cromley.

The August 22, 2012 Community District Library Board of Trustees meeting was called to order by Board Vice-Chair Peggy Michalek at 7:00 p.m.

**Approval of the Agenda:** Interim Coordinator, Irene Bancroft asked that two items be added to the agenda.

1. Personnel Committee: Perry Branch Manager Position posting
2. Budget & Finance Committee: Health Insurance Legislation Compliance.

**Motion by K. Hornus, seconded by G. Hagadon to approve the amended Board meeting agenda as presented. All yeas (6-0). Motion carried.**

**Citizens Comments:** MMLC Director, Denise Hooks presented a Public Comment form for Citizens wishing to be recognized by the Board to complete. No citizen comments.

**Approval of the Minutes: Motion by K. Hornus, seconded by C. Chrisinske to accept the minutes of the July 25, 2012 as presented. All yeas (6-0). Motion carried.**

**Approval of the Financial Statements: Dana Horn brought forward the motion from the Budget & Finance Committee to accept the Financial Reports dated July 31, 2012 as presented. All yeas (6-0). Motion carried.**

**Communications Received:** Board Secretary, Debra Newman mentioned that the Personnel Committee received thank you notes from several candidates interviewed for the Director position.

**Committee Reports**

**1. Personnel Committee**

- a. **Perry Branch Manager Position: K. Hornus brought forward the motion from the Personnel Committee to approve the internal posting of the Perry Branch Manager Position. All yeas (6-0). Motion carried.**

- b. **Director Search Process:** Karen Hornus thanked the Board for entrusting the Personnel Committee with the responsibility of conducting the Director Search. Karen mentioned that the committee had met approximately eight times for meetings and had spent numerous hours. With pleasure, Karen introduced Jami Cromley as person selected to be the next Director of Community District Library. Jami greeted the Board and gave a brief overview of her background and commented that she was looking forward to working in a public library. **K. Hornus brought forward the motion from the Personnel Committee to approve the employment and compensation package as presented for Jami Cromley in the position of Director, Community District Library. Roll call vote: Roll call vote: Horn, yes; Newman, yes; Hornus, yes; Hagadon, yes; Chrisinske, yes; Michalek, yes. All yeas (6-0). Motion carried.**

2. **Budget & Finance Committee**

- a. **Approval of the Bills:** D. Horn brought forward the motion from the Budget & Finance Committee to approve the Bills List (checks #4153 – 4173) in the amount of \$13,740.12. Roll call vote: Horn, yes; Newman, yes; Hornus, yes; Hagadon, yes; Chrisinske, yes; Michalek, yes. All yeas (6-0). Motion carried.
- b. **Health Insurance Legislation Compliance:** D. Horn brought forward the motion from the Budget & Finance Committee to set the Maximum Hard Cap for Health Insurance premium contributions at \$5,000 for an individual plan to comply with the State of Michigan Publicly Funded Health Insurance Contribution Act of 2011. Roll call vote: Horn, yes; Newman, yes; Hornus, yes; Hagadon, yes; Chrisinske, yes; Michalek, yes. All yeas (6-0). Motion carried.
- c. **Annual Audit Update:** Irene reminded the Board that the Annual Audit presentation has been scheduled to take place at the September, 2012 board meeting.

**Old Business**

1. **Summer Reading Program Update:** Irene mentioned that six individuals had been selected to receive Certificates of Achievement and Gift cards for the stories they have submitted to the Own the Night Summer Reading Contest. Irene also noted that the July 28<sup>th</sup> Summer Reading Extravaganza was well attended and had wonderful participation from the 4-H, City of Corunna Police, the local Ambulance, D&G Tractor, the Friends of the Corunna Library, and from Board members & staff.
2. **Administrative Office Lease Update:** Irene reported that the City of Corunna Board has offered to extend the current lease agreement. **Motion by C. Chrisinske, seconded by G. Hagadon to accept the offer from the City of Corunna to extend the Lease for the Administrative Office space for ten months (expiring June 30, 2013) at the current per month rate. Roll call vote: Horn, yes; Newman, yes; Hornus, yes; Hagadon, yes; Chrisinske, yes; Michalek, yes. All yeas (6-0). Motion carried.**

3. **Millage Update:** Irene asked the Board to consider extending the current contractual agreement with Maple Grove Township through December 31, 2012. **Motion by K. Hornus, seconded by D. Newman to extend the Contract for Library Services with Maple Grove Township through December 31, 2012 to recognize language included in the 2012 amendment to the District Library Agreement. All yeas (6-0). Motion carried.**
4. **City of Perry Master Plan update:** Irene reported that the portion of the City of Perry Master Plan document that refers to the Library has been updated to reflect current information.

**New Business:**

1. **MMLC Board Appointment:** Irene brought forward from Board Chair John Sedlock the appointment of Karen Hornus to the Mideastern Michigan Library Cooperative Board. Karen will serve a one year term: October 1, 2012- September 30, 2013. At the end of the term, Community District Library will have the opportunity to re-appoint a representative to the MMLC Board for a three year term.

**Interim Coordinator Report:** Irene mentioned that the Village of Lennon has received a donation from the Perkins family for the library. The Village will be using the donation and local funds to install a Book Return at Lennon Branch location. Irene reported that the branches are beginning to plan Fall Programming and are busy with Collection weeding and assessment. The Programming Committee and the Collection Development committees will be meeting soon to begin their respective tasks for the new fiscal year. The September Staff meeting will include a review and discussion of the policies in the Branch Operations & Policies Manual. Denise & Irene presented a power point slide presentation highlighting information from the 2012 Annual Report. The presentation described challenges and opportunities at each branch site, with recommendations to consider in moving Community District Library forward into the future.

**Citizens Comments:** none

**Board Comments:** Board members again thanked Denise and Irene for all their guidance, and direction over the past several months. Denise thanked the CDL Board and staff, indicating it has been a pleasure working with everyone.

**Adjournment:** Meeting adjourned by motion from D. Newman, seconded by C. Chrisinske at 8:25 p.m.

Respectfully submitted,



Debra Newman  
Board Secretary