

**Community District Library
Administrative Office
Olmstead Meeting Room
Regular Board Meeting
June 27, 2012**

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

Members Absent: John Sedlock (excused).

MMLC Staff Present: Irene Bancroft

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

Guests: Jessica Robison.

Board Vice Chair Peggy Michalek called the June 27, 2012 Community District Library Board of Trustees meeting to order at 7:10 p.m.

Approval of the Agenda: Motion by Karen Hornus, seconded by Tom Chaput to approve the Board meeting agenda as presented. All yeas (7-0). Motion carried.

Citizens Comments: None

Approval of the Minutes: Motion by Karen Horuns, seconded by Geri Hagadon to accept the minutes of the May 23, 2012 Regular Board Meeting, the June 7, 2012 Special Board Meeting and the June 7, 2012 Budget Hearing as presented. All yeas (7-0). Motion carried.

Approval of the Financial Statements: Dana Horn brought forward the motion from the Budget & Finance Committee to accept the Financial Reports dated May 31, 2012 as presented. All yeas (7-0). Motion carried.

Approval of the Bills: Dana Horn brought forward the motion from the Budget & Finance Committee to approve the Bills List (checks #4102 – 4132) in the amount of \$31,155.69. Roll call vote: Michalek, yes; Horn, yes; Newman, yes; Hornus, yes; Chaput, yes; Hagadon, yes; Chrisinske, yes. All yeas (7-0). Motion carried.

Communications Received: Board Secretary, Debra Newman read a letter from the Corunna Education Association thanking the library for their support of public education in our community. Enclosed was a check for \$150.00. Deb also read a letter from the City of Perry appointing Tom Chaput as the representative to the Community District Library board.

Committee Reports

1. Personnel Committee

- a. **Director Search Process:** Committee Chair Peggy Michalek distributed copies of the report from Mideastern MI Library Cooperative director Denise Hooks. Peggy mentioned that the process is moving forward with the job posting accomplished. To date, seven applications have been received. The Personnel & Director Search committee will be meeting in July to discuss the interview process.
- b. **Perry Interim Branch Manager Position:** Interim Coordinator Irene Bancroft recommended that the Board appoint Darla Baron as the Interim Branch Manager at the Perry branch. Motion by Deb Newman, seconded by Tom Chaput to appoint Darla Baron as the Interim Branch manager at the Perry location. All yeas (7-0). Motion carried.

2. Budget & Finance Committee

- a. **Proposed changes to the FY 2011-12 Budget:** Dana Horn brought forward the motion from the Budget & Finance Committee to accept the changes to the FY 2011-12 Budget as presented. Roll call vote: Michalek, yes; Horn, yes; Newman, yes; Hornus, yes; Chaput, yes; Hagadon, yes; Chrisinske, yes. All yeas (7-0). Motion carried.
- b. **Financial Depositories Resolution for FY 2012-13:** Dana Horn brought forward the motion from the Budget & Finance Committee to accept the Financial Depositories Resolution for FY 2012-13 with the addition of PNC Bank. Roll call vote: Michalek, yes; Horn, yes; Newman, yes; Hornus, yes; Chaput, yes; Hagadon, yes; Chrisinske, yes. All yeas (7-0). Motion carried.
- c. **Credit Card Resolution for FY 2012-13:** Dana Horn brought forward the motion from the Budget & Finance Committee to accept the Credit Card Resolution for FY 2012-13 as presented. Roll call vote: Michalek, yes; Horn, yes; Newman, yes; Hornus, yes; Chaput, yes; Hagadon, yes; Chrisinske, yes. All yeas (7-0). Motion carried.
- d. **Chemical Bank Signatories:** Dana Horn brought forward the motion from the Budget & Finance Committee to certify that the authorized signatures for the Chemical Bank financial accounts for FY 2012-13 shall be: John M. Sedlock, Board Chair; Peggy Michalek, Vice Chair; C. Dana Horn, Treasurer; and Debra Newman, Secretary. All yeas (7-0). Motion carried.
- e. **Security Credit Union Signatories:** Dana Horn brought forward the motion from the Budget & Finance Committee to certify that the authorized signatures for the Security Credit Union financial accounts for FY 2012-13 shall be: John M. Sedlock, Board Chair; Peggy Michalek, Vice Chair; C. Dana Horn, Treasurer; and Debra Newman, Secretary. All yeas (7-0). Motion carried.
- f. **PNC Bank Closure:** Dana Horn brought forward the motion from the Budget & Finance Committee to recognize that the PNC Bank: Perry Memorial Account has been closed by Interim Coordinator Irene Bancroft, with assistance from former board member Kathy Pavlica; that the funds have been deposited in the Security

Credit Union financial account; and noted in the budget, as authorized by Board Treasurer Dana Horn and Perry City board representative Tom Chaput. All yeas (7-0). Motion carried.

- g. FY 2012-13 Budget Adoption:** Dana Horn brought forward the motion from the Budget & Finance Committee to adopt the FY 2012-13 Budget as presented. Roll call vote: Michalek, yes; Horn, yes; Newman, yes; Hornus, yes; Chaput, yes; Hagadon, yes; Chrisinske, yes. All yeas (7-0). Motion carried.
- h. Selection of an Audit Firm:** Motion by Carol Chrisinske, seconded by Dana Horn to accept the Audit Proposal from Demis & Wenzlick for a three year term of engagement and to authorize Board Treasurer Dana Horn to sign the letter of agreement. All yeas (7-0). Motion carried.

Old Business

- 1. Selection of a Payroll Specialist Company:** Dana Horn brought forward the motion from the Budget & Finance Committee to accept the Payroll Specialist proposal from The Traveling Bookkeeper, for one year with a contract to begin July 1, 2012. All yeas (7-0) Motion carried.
- 2. Selection of a Worker's Compensation Insurance Agent:** Motion by Karen Hornus, seconded by Geri Hagadon to authorize Interim Coordinator Irene Bancroft to negotiate a Worker's Compensation Insurance package with Peter Dewan of Lyman & Sheets Insurance Agency dated to May, 2012. All yeas (7-0) Motion carried.
- 3. Selection of a Health Insurance Agent:** Motion by Karen Hornus, seconded by Debra Newman to authorize Interim Coordinator Irene Bancroft to notify McLaren Health Plan in writing to remove WorkLife HR as the agent of record and to replace them with BRV Benefits agent Richard Duffield effective July 1, 2012. All yeas (7-0) Motion carried.

New Business

- 1. Obsolete Equipment Disposal:** Motion by Geri Hagadon, seconded by Debra Newman to authorize that the obsolete equipment be disposed of by donation to authorized local reclaiming center, Goodwill Industries. Roll call vote: Michalek, yes; Horn, yes; Newman, yes; Hornus, yes; Chaput, yes; Hagadon, yes; Chrisinske, yes. All yeas (7-0). Motion carried.
- 2. Board of Trustees Meeting Schedule for FY 2012-13:** Motion by Karen Hornus, seconded by Geri Hagadon to accept the FY 2012-13 Board of Trustees Meeting Schedule as presented. All yeas (7-0). Motion carried.
- 3. Committee Service Opportunities for FY 2012-13:** Interim coordinator Irene Bancroft distributed a list of Committees for FY 2012-13. Members of the board were encouraged to contact Irene to volunteer to serve on the various board committees.
- 4. Board Statement of Intent: Approval of the millage proposal plan of action:** Motion by Debra Newman, seconded by Tom Chaput to accept the Board Statement of Intent: Plan of Action for the Approved Millage of .7 mills. All yeas (7-0). Motion carried.
- 5. Board Statement of Intent: Defeat of the millage proposal plan of action:** Motion by Tom Chaput, seconded by Geri Hagadon to accept the Board Statement of Intent: Plan of Action in the event the Millage of .7 mills is not approved. All yeas (7-0). Motion carried.

Interim Coordinator Report: Interim Coordinator Irene Bancroft reviewed the written report distributed at the meeting. Staff members present gave updates on their branch activities. Written branch reports were also shared with the Board.

Linda Hudecek, CDL Administrative Office Manager: Linda mentioned that she has been actively working to prepare the final documents and files for the FY 2011-12 Annual Audit. Other projects currently involve: creating an inventory of equipment and materials that includes a written list and digital pictures of each location for audit and insurance purposes; re-organizing the administrative office files; planning to offer e-book user classes at each branch location in the early fall.

Sue Huff, Corunna / Caledonia Twp. Branch Manager: The Friends of the Corunna Library and the City of Corunna are collaborating on a Landscape project at the Corunna branch. Sunburst Gardens of Owosso is completing the work around the front entrance and on the north side of the building.

Cathy Cramner, Corunna / Caledonia Twp. Library Assistant: The Mycdl.org website has been updated to include Agendas and Minutes from the Board meetings, as well as current information about the Director Search.

Mary Kalat, Shiawassee Township Branch Manager: Recently hosted Science Alive program supporting the Summer Reading program. In the planning stages for several programs for the fall.

Lee Warren, Perkins Library of Lennon Branch Manager: A written report highlighting upcoming events at this branch was shared with the Board. It was mentioned that Mrs. Naomi Perkins, wife of Stanley Perkins, whose name graces the Lennon branch and the Genesee District Library branch in Swartz Creek, passed away this week.

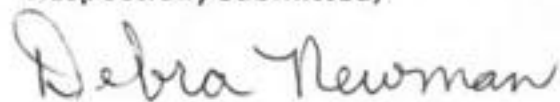
Jeni Oliver, Morrice Branch Manager: A written report highlighting upcoming events at this branch was shared with the Board. A representative for the Saginaw area of Nitendo Company showed up unexpectedly at a recent DS Pokemon program, sharing cool tricks and information about new games.

Citizens Comments: none

Board Comments: Board members thanked Denise & Irene for the diligence, hard work and guidance during this period of transition.

Adjournment: Meeting adjourned by motion from Carol Chrisinske, seconded by Debra Newman at 9:15 p.m.

Respectfully submitted,



Debra Newman
Board Secretary