

Community District Library Board of Trustees
Regular Board Meeting Minutes
September 25, 2013
Administration Office

Opening:

The regular meeting of the Community District Library Board of Trustees was called to order at 7:05 p.m. on **September 25, 2013** by Board Chair Karen Hornus.

Present

Karen Hornus, Dana Horn, Geraldine Hagadon, Patty Fraser, Cheryl Cole, Tom Chaput, Diane Lahmann and John Sedlock

Also present: Jami Cromley, and Linda Hudecek.

Community members present: None

Approval of agenda:

Board Chair Hornus moved to amend the agenda with addition of line VII e: Directors salary and deletion of line VII a 2. Audit update.

Motion made by G. Hagadon to approve the amended agenda, seconded by D. Horn, all yeas, motion carried.

Approval of the minutes:

Motion made by G. Hagadon, to approve the August 28, 2013, regular board meeting minutes, seconded by J. Sedlock, all yeas, motion carried.

Approval of Budget Report:

Motion forwarded by the Budget and Finance Committee to accept the Budget Report as presented by D. Horn dated September 19, 2013. Roll call vote, all yeas, accepted.

Communications: None

Presentation of the FY 2012-2013 Audit

Tammy from Demis & Wenzlick presented the results of the annual audit and explained the findings. Tammy stated that according to the GASB standards, the library received the highest opinion and presented a clean and unqualified result. Nothing outstanding or out of order was noted.

Committee reports:

- Budget & Finance committee:
D. Horn brought forward a motion, from the Budget and Finance Committee to approve the Bill list (checks 4530-4565) in the amount of \$22,113.73 for payment. Roll call vote, all yeas, motion carried.

Old business:

- Director Cromley reported that the Morrice renovation is complete and the branch is open and patrons are very happy with the new décor and hours. There has not been a reoccurrence of the leak, as there has not been rain, but will be monitoring the situation.
- The Perry branch is having carpet installed and Darla and Carol have been very busy painting and cleaning, moving furniture to make this process runs smoothly. The Perry City DPW has been very helpful with moving the heavy shelving units and other furniture.
- The October library board meeting will be held at the Perry branch, and this will end the tour of the district branches by members.
- K. Hornus and J. Cromley attended the Corunna city council meeting in August and spoke about the proposed increase of the Administration office lease. The amount of #840.00 was presented as a compromise, instead of the proposed \$880.00, with a tiered increase after 4 years. The board members have until 2017, to consider options for future of administrative office.
Motion to accept the new lease as agreed upon was made by G. Hagadon and seconded by J. Sedlock. Roll call vote. 7-1, motion carried. Board member D. Horn opposed the lease.
- T. Chaput delivered the directors evaluation, after a thorough investigation, including comments from the evaluation forms (submitted by board members). Director Cromley received excellent reviews and comments, with 175 scores with "exceeds or outstanding job", out of the 217 possible scores. Motion forwarded from the personnel committee to accept the director's annual evaluation report and approve a 2.5 increase in salary was made, with roll call vote, motion carried.

Director report:

- Director Cromley has attended the monthly VLC administrative council meeting, M.M.L.C. meeting, and looking forward to the MLA meeting.
- Staff evaluations are complete.
- Committee meeting for the re-design of the web site are scheduled and they are busy compiling the pieces for the web designer to develop the new site.
- Filing forms for E-rate reimbursement is on-going, CDL should expect to see results from the bidding process by early next year. The first step to improvement of internet networks to branches.
- Fall and winter program calendars have been completed by staff members. The 2014 Summer Reading showcase, this week, will begin the process for planning of performers for next summer.

Branch Reports:

- Branch staff have been busy with programming and circulation, with comments supplied by each branch.

Board comments:

- Board members again thanked Director Cromley for the excellent job she has been doing and look for continued success for her.

Adjournment:

- Motion made by Hagadon, and seconded to adjourn at 7:58, all yeas, motion carried

Recorded by:
Linda Hudecek