

**Community District Library
Administrative Office
Olmstead Meeting Room
Regular Board Meeting
July 25, 2012**

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

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

MMLC Staff Present: Irene Bancroft; Denise Hooks

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

Guests: Jessica Robison; Jordan Newman.

In the absence of the Board Chair and the Board Vice Chair, Board Treasurer Dana Horn asked Trustee Geraldine Hagadorn to chair the meeting. The July 25, 2012 Community District Library Board of Trustees meeting was called to order at 7:00 p.m.

Approval of the Agenda: Motion by Carol Chrisinske, seconded by Debra Newman to approve the Board meeting agenda as presented. All yeas (5-0). Motion carried.

Citizens Comments: None

Approval of the Minutes: Motion by Karen Hornus, seconded by Carol Chrisinske to accept the minutes of the June 27, 2012 as presented. All yeas (5-0). Motion carried.

Approval of the Financial Statements: Dana Horn brought forward the motion from the Budget & Finance Committee to accept the Financial Reports dated June 30, 2012 as presented. All yeas (5-0). Motion carried.

Communications Received: Board Secretary, Debra Newman read a letter from BRV Benefits representative Richard Duffield indicating that they would remain as the Agent of Record for health care benefits through McLaren Health Plan.

Committee Reports

1. Personnel Committee

- a. **Director Search Process:** Denise Hooks reported that the committee had met recently to continue their work. The Search Timeline has been reviewed and adjusted and a list of interview questions has been developed. The committee has selected four potential candidates for interviews. **Motion forwarded by the Personnel Committee to temporarily suspend the Director Search in the event the August 7, 2012 millage request is unsuccessful. All yeas (5-0). Motion carried.**

2. Budget & Finance Committee

- a. **Approval of the Bills:** Dana Horn brought forward the motion from the Budget & Finance Committee to approve the Bills List (checks #4133 – 4152) in the amount of \$9,531.32. Roll call vote: Horn, yes; Newman, yes; Hornus, yes; Hagadon, yes; Chrisinske, yes. All yeas (5-0). Motion carried.

- b. **Annual Audit Update:** Irene reported that a meeting had been held with Gerry Terry, Demis & Wenzlick audit firm representative on Thursday, July 20th. A thumb drive containing a back-up of the QuickBooks financial records along with supporting documentation from FY 2011-12 was given to Ms. Terry. This thumb drive will act as an off-site back-up of financial records for Community District Library. Additionally a conversation was had about the steps CDL has implemented in the past year to strengthen financial oversight and segregation of responsibilities. The Annual Audit presentation has been scheduled to take place at the September, 2012 board meeting.

Old Business

1. **Payroll Specialist Company Update:** Irene reported that the new payroll method was working exceptionally well. Traveling Bookkeeper and CDL's administrative manager Linda Hudecek worked through all the items needing attention and the first payroll of the new fiscal year was submitted and received on schedule.
2. **Worker's Compensation Insurance Agent Update:** Irene reported that Hartford Insurance has been notified that WorkLife HR would no longer be the agent of record for CDL. Hartford will not allow a new insurance agent to be listed as agent of record until May, 2013.
3. **Obsolete Equipment Disposal Update:** Administrative Office Manager Linda Hudecek successfully completed the inventory of obsolete equipment and transported everything to Goodwill Industries of Owosso as authorized.
4. **Equipment Inventory & Digital File Update:** Branch managers have completed their documentation of equipment at all seven branches. The Administrative Office inventory has also been completed. Administrative Office Manager Linda Hudecek will be compiling all written inventories and digital picture files. One copy will be sent to the auditors, one copy will be sent to CDL's insurance carrier and copies will be made for individual municipalities and school districts.
5. **Administrative Office Lease Update:** Irene reported that a preliminary discussion has been had with Joseph Sawyer, city manager for Corunna. A new lease will be presented at the August Board meeting pending a successful millage vote. An increase in the monthly lease amount is anticipated. In the event the millage is not successful, the lease will be extended on a month to month basis.
6. **Year in Review: Statistical Report:** Irene presented the Board with a Year in Review statistical brochure, composed by Corunna Branch Library Assistant Cathy Cramner with input from Linda Hudecek and Irene, highlighting statistics from the 2011-12 fiscal year.
7. **Millage Update:** Irene drew attention to the Statement of Intent Brochure that board members received in their packet of information. Board members thanked Corunna Branch Library Assistant Cathy Cramner for the brochure. The board agreed to hold a Special Board meeting on Thursday, August 9th at 7:00 p.m. in the event the millage vote is unsuccessful. The meeting will include decisions about branch closures, branch hour reductions and staff lay-offs. Also on the agenda will be a discussion of Maple Grove Township.

8. **Summer Reading Program Update:** Irene reminded board members of the Saturday, July 28th Summer Reading Extravaganza in Corunna. Board members were asked to plan to attend and take part in the multitude of activities planned for the day.

New Business:

1. **City of Perry Master Plan Update:** Irene reported that the City of Perry is in the process of updating their Master Plan. Perry Interim Branch Manager Darla Barron is working with Irene to update the information about Community District Library and the Perry branch.
2. **MMLC Contract: Motion by Carol Chrisinske, seconded by Karen Hornus to extend the contract between Community District Library and Mideastern Michigan Library Cooperative through September 29, 2012. All yeas (5-0). 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 is working on a fall schedule of computer classes and e-book classes. Staff members are beginning to develop a system-wide plan for programming.

Cathy Cramner, Corunna / Caledonia Twp. Library Assistant: Cathy mentioned that she is continuing to maintain the CDL website & Facebook account, posting upcoming events, meeting agendas and meeting minutes.

Written reports highlighting a variety of branch activities were submitted for Byron Branch, Corunna/ Caledonia Branch, Lennon Branch, Morrice Branch, New Lothrop Branch, Perry Branch and Shiawassee Township Branch

Citizens Comments: none

Board Comments: Geri Hagadon reported that local physician Dr. Detman's son has recently published a book. Geri will be purchasing copies to donate to CDL. Deb Newman thanked Denise and Irene for all their guidance, and thanked the CDL staff for all they are continuing to handle. Denise thanked the CDL Board and staff, indicating it has been a pleasure working with everyone. Members of the board expressed their amazement at all that has been accomplished.

Adjournment: Meeting adjourned by motion from Carol Chrisinske, seconded by Dana Horn at 8:25 p.m.

Respectfully submitted,



Debra Newman
Board Secretary

