

**Community District Library
Administrative Office
Olmstead Meeting Room
Regular Board Meeting
November 28, 2012**

Members Present: Dana Horn; Karen Hornus; Geraldine Hagadon; Peggy Michalek, Tom Chaput

Members Absent: John Sedlock (excused); Debra Newman (excused)

CDL Administration Present: Jami Cromley

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

Community Members Present: Jessica Robison

The November 28, 2012 Community District Library Board of Trustees meeting was called to order by Vice Board Chair Peggy Michalek at 7:00 p.m.

Approval of the Agenda: Motion by G. Hagadon, seconded by P. Michalek to approve the agenda as presented. All yeas (5-0). Motion carried.

Approval Of September 26th, 2012 Closed meeting minutes will be approved at a later date due to not enough board members who attended that meeting to form a quorum for a vote.

Approval of the Minutes: Motion by G. Hagadon, seconded by K. Hornus to accept the minutes of the October 9, 2012 Special Board Meeting as presented. All yeas (5-0). Motion carried.

Approval of the Minutes: Motion by G. Hagadon, seconded by K. Hornus to accept the minutes of the October 9, 2012 Closed Session Board Meeting as presented. All yeas (5-0). Motion carried.

Approval of the Minutes: Motion by G. Hagadon, seconded by K. Hornus to accept the minutes of the October 26, 2012 regular Board Meeting as presented. All yeas (5-0). Motion carried.

Communications Received: Carol Chrisinske letter of resignation from the library board. Karen Hatfield from the Food Pantry in Perry thanking the CDL for the donated food from the Food for Fines program.

Committee Reports

1. Budget & Finance Committee

- a. Approval of the Financial Statement: Dana Horn brought forward the motion from Dana Horn to accept the Financial Reports dated November, 2012 as presented. Roll call vote. All yeas (5-0). Motion carried.
- b. Approval of the Bills: Dana Horn brought forward the motion from Dana Horn to accept the Bill List (Checks #4238-4270) with exception of voided checks (check #4247; 4248; 4249; 4250-due to printer error) dated November, 2012 in the amount of \$21,518.44 as presented. Roll call vote. All yeas (5-0). Motion carried.
- c. D. Horn: Motion forwarded by the Budget & Finance Committee to accept the changes to the FY 2012-13 Budget as presented line to transfer \$5000.00 from line item 990.000 to 803.001. Roll call vote. All yeas (5-0). Motion carried.
- d. D. Horn: Motion forwarded by 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; Dana Horn, Treasurer; and Debra Newman, Secretary; Jami Cromley, Director. Roll call vote. All yeas (5-0). Motion carried.
- e. Dana Horn: Motion forwarded by 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; Dana Horn, Treasurer; and Debra Newman, Secretary; Jami Cromley, Director. Roll call vote. All yeas (5-0). Motion carried.

Old Business

- 1. Maple Grove Contract Renewal
 - a. Discussion tabled until December 17th board meeting to give more time to Maple Grove Township to review the contract.
- 2. Update on staffing
 - a. Jami reported CDL 2 Library Assistant Substitutes (12 hour per week positions), Krysten Sexton and Sandy Shenkus have been hired in at CDL. Krysten has been training for nearly 1 month and Sandy will begin training in December. The Byron Branch Manager position has been filled. Kristy Taylor began training on Monday December 10th.
- 3. Bancroft and Byron Branch Hours
 - a. Full operational hours are resuming on Monday December 17th.

New Business:

- 1. Board of Trustees Meeting Schedule: 2013
 - a. Motion by G. Hagadon seconded by T. Chaput to accept the 2013 Board of Trustees Meeting Schedule as presented. Roll call vote. All yeas (5-0). Motion carried.
- 2. Motion to accept the 2013 CDL Holiday Calendar

- a. Motion by G. Hagadon seconded by T. Chaput to accept the 2013 CDL Holiday Calendar as presented. Roll call vote. All yeas (5-0). Motion carried.

Director Report: Jami referred members to her written report, highlighting several items. Jami talked about new staff and branch hours. An onsite visit for a technology needs assessment by The Library Network Technology Services Manager Angie Michilini, which is expected in December. Jami reminded the board that several terms are set to expire on December 31, 2012. A reminder that the next board meeting will be December 17 at 9:00 a.m. with brunch following.

Citizens Comments: None

Board Comments: None

Adjournment: Meeting adjourned by motion from P. Michalek, seconded by K. Hornus at 7:45 p.m.

Respectfully submitted,

Jami Cromley
Library Director