

**Community District Library
Administrative Office
Olmstead Meeting Room
Regular Board Meeting
January 23, 2013**

Members Present: John Sedlock; Dana Horn; Karen Hornus; Geraldine Hagadon; Debra Newman

Members Absent: Tom Chaput (excused)

CDL Administration Present: Jami Cromley

CDL Staff Present: Linda Hudecek.

Community Members Present: Hannah Lentz

The January 23, 2013 Community District Library Board of Trustees meeting was called to order by Board Chair John Sedlock at 7:15 p.m.

Oath of Office sworn by Community District Library Board of Trustees

Approval of the Agenda

- a. Motion by G. Hagadon, seconded by D. Horn to approve the agenda as presented. All yeas (5-0). Motion carried.

Board Elections

- a. Motion by D. Newman, seconded by J. Sedlock to approve the slate of Community District Library Board of Trustees: K. Hornus-Board Chair; Tom Chaput-Vice Chair; D. Horn-Treasurer; J. Sedlock-Secretary. Roll call vote. All yeas (5-0). Motion carried.
- b. Committee Formulation: determined by officer duties and volunteers
 - a. Personnel Committee: T. Chaput; K. Hornus; D. Newman; J. Cromley
 - b. Budget and Finance Committee: D. Horn; K. Hornus; J. Sedlock; J. Cromley
 - c. Document Review Committee: J. Cromley; G. Hagadon; K. Hornus; L. Hudecek

Approval of the Minutes

- a. Motion by G. Hagadon, seconded by D. Newman to accept the minutes of the December 17, 2013 Board Meeting as presented. All yeas (5-0). Motion carried.

Committee Reports

1. Budget & Finance Committee

- a. Approval of the Financial Statement: Dana Horn brought forward the motion to accept the Financial Reports dated January 2013 as presented. Roll call vote. All yeas (5-0). Motion carried.

- b. Approval of the Bills: Dana Horn brought forward the motion to accept the Bills List (Checks #4296-4318) dated January, 2013 in the amount of \$11,578.10 as presented. Roll call vote. All yeas (5-0). Motion carried.
- c. Motion made by D. Horn to transfer via check format \$115,000.00 from Security Credit Union to Chemical Bank to cover payroll for the remainder of the fiscal year. 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 Chemical Bank financial accounts for FY 2012-13 shall be: K. Hornus, Board Chair; T. Chaput, Vice Chair; D. Horn, Treasurer; Jami Cromley, Director. Roll call vote. All yeas (5-0). Motion carried.
- e. D. Horn: Motion forwarded by the Budget & Finance Committee to certify that the authorized signatures for Security Credit Union financial accounts for FY 2012-13 shall be: K. Hornus, Board Chair; T. Chaput, Vice Chair; D. Horn, Treasurer; Jami Cromley, Director. Roll call vote. All yeas (5-0). Motion carried.

Communications Received: None

Old Business

- 1. Update on technology
 - a. Jami reported a 2nd onsite visit occurred in January with Technology Consultant Angie Michelini. A detailed written recommendation of technology replacement is expected in the next few weeks.
- 2. CDL Policy Manual
 - a. Jami reported operational and personnel policies have been revised and updated. It is expected to be ready for review by the Document Review Committee by the first week of February.

New Business:

- 1. Director Evaluation due in February
 - a. Jami reminded the board that according to her contract a Director evaluation is due in February.
- 2. Rotation of Library Board meetings
 - a. Jami suggested CDL rotate Library Board meetings to branches during Spring and Summer as done in the past for board members to become familiar with different branches. Jami will compose a schedule for approval.

Director Report: Jami referred members to her written report, highlighting several items. Jami talked about numerous meeting attendances for library activities. She also touched more on the Library technology upgrade and summarized library programs in January, a total of 31. Jami reported the State Aid Report for Libraries has been completed.

Citizens Comments: None

Board Comments: K. Hornus communicated to the board about recent legislation that may reduce public library funding, this may require board members to actively engage legislatures in communicating the value of libraries and concern about future funding.

- a. D. Newman questioned the description for board officers where it stated that Regular Board Meeting Minutes should be taken by someone other than the board Secretary and Director. After a discussion it was concluded that CDL Administrative Office Manager L. Hudecek agreed to take notes and compose meeting minutes at the same rate of pay as Library Board Officers receive: \$25.00 per meeting. Motion was made by K. Hornus seconded by D. Newman. All yeas (5-0). Motion carried.

Adjournment: Meeting adjourned by motion from K Hornus, seconded by G. Hagadon at 7:55 p.m.

Respectfully submitted,



Debra Newman
Board Secretary