

**Community District Library Board of Trustees**  
**Meeting Minutes**  
**June 26, 2013**  
**Byron Branch**

**Opening**

The regular meeting of the Community District Library Board of Trustees was called to order at 7:09 p.m. on June 26 at the Byron branch by Board Chair Karen Hornus. Roll call by G. Hagadon.

**Present**

Karen Hornus, Dana Horn, Geraldine Hagadon, Cheryl Cole, Patty Fraser, Tom Chaput.  
Also present: Jami Cromley, and Linda Hudecek.

Absent: John Sedlock

Community members present: Kristy Taylor, Byron branch manager.

**1. Approval of agenda:**

- a. Motion made by C. Cole to approve agenda, seconded by G. Hagadon, all yeas, motion carried.

**2. Approval of the minutes:**

- a. Motion made by G. Hagadon, to approve the May 29, 2013, Budget hearing meeting minutes, seconded by T. Chaput, all yeas, motion carried.
- b. Motion made by G. Hagadon, to approve the May 29, 2013, Regular meeting minutes, seconded by T. Chaput, all yeas, motion carried.

**3. Approval of financial statements:**

- a. Motion forwarded by the Budget and Finance Committee to accept the May 2013 Financial Statement, presented by D. Horn dated June 26, 2013. Roll call vote, all yeas, accepted.
- b. Motion forwarded by the Budget and Finance Committee, presented by D. Horn to approve the Bill list (checks 4434-4476) in the amount of \$46,186.93 for payment. Roll call vote, all yeas, motion carried.

**4. Communications: None.**

**5. Committee Reports:**

- a. Personnel Committee Chair T. Chaput updated the board on the progress of the review of the Employee handbook. He stated they had met and worked on several items, jury duty, moonlighting, resignations, bereavement pay, press statements. This handbook will replace the existing handbook, and will be up for approval at next months meeting. Tom encouraged comments and suggestions, and Karen stated that the guidelines from the handbook is used by the director for interpreting and enforcing rules to staff. She also encouraged the board to thoroughly read thru the documents.

- c. T. Chaput explained to the members the new format for the Directors Evaluation form. It is streamlined and concise and easy to fill out. The next evaluation will be in September 2013. Tom also thanked the committed for completing this task, and encouraged comments and suggestions.
  - d. Document Review Committee reported that the new Branch Policies are complete and Jami gave a summary overview of them and how they are used in the branches. Approval will be needed at next months meeting for them to go into effect.
  - e. Budget & Finance Committee member, D. Horn, brought forward a motion to accept the proposed changes to the FY 2012-13 budget. Line Items were discussed, and roll call vote called, motion carried.
  - f. Budget & Finance Committee member, D. Horn, brought forward a motion to adopt the FY 2013-14 Budget as presented. Roll call vote, motion carried.
6. **Old business:**
- a. The computer installation is complete and everything went well, with a few glitches to be taken care of by John West. Patrons are enjoying the new computers.
  - b. Jami updated the board on the status of the Morrice branch. Jami, Karen, Patty, and her husband, Mark, and branch manager Jeni, attended the last Morrice Village meeting and spoke about the water issues. Jami has reported that the outside has been taken care of, with the removal of the tree, and new sidewalk, but work has not been started on the inside. Jeni and Terry Brooks, packaged up the materials on the south inside of the building and then those materials were taken to the Perry Twp. Hall for storage. The interior of the branch, the shelves have been covered in plastic and sealed. The computers are all covered and a plastic barrier has been put in place over the archway, to prevent spread of drywall dust and mold spores and such, when work begins. There has been no date set for re-opening.
  - c. Jami brought to the board 3 quotes from area realtors, for approximate cost per square foot for office space, as a comparison for the size of the admin. office. Options were discussed as the lease for the admin. Office expires 6/30/213. These will be sent to the City of Corunna.
7. **New Business:** None.
8. **Director Report:** Jami reports she has been extremely busy, with computer install, Morrice issue, budget, and summer reading programs. Preparation is set for the July 1<sup>st</sup> new logo reveal at all branches.
9. **Branch Reports:** All branches report summer reading is underway, and there are many entertaining programs. Karen Hornus gave thanks for all the good things the branches do.
10. **Board comments:** T. Chaput re-iterated of the importance of attending local village and township meetings, and bringing outstanding issues to them. Some cannot be fixed, but it will atleast bring the issue to their attention.

Motion to adjourn meeting at 8:27, by G. Hagadon, and seconded by T.Chaput. all yeas, motion carried.

**Next Scheduled Meeting: July 24, 2013, 7:00p.m. at Bancroft branch.**

Recorded by: L. Hudecek

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