

**Community District Library Board of Trustees**  
**Regular Board Meeting Minutes**  
**July 24, 2013**

**Bancroft Branch**

**Opening**

The regular meeting of the Community District Library Board of Trustees was called to order at 7:00 p.m. on July 24 at the Bancroft branch library by Board Chair Karen Hornus.

**Present**

Karen Hornus, Dana Horn, Geraldine Hagadon, Patty Fraser, Cheryl Cole, and John Sedlock present: Jami Cromley, and Linda Hudecek.

Absent: Tom Chaput

Community members present: None

- **Approval of agenda:**
  - a. Motion made by K. Hornus to amend agenda, which deleted section VII.,c., due to duplication on lines IV. and V. Seconded by Hagadon, all yeas, motion carried.
- **Approval of the minutes:**
  - a. Motion made by G Hagadon, to approve the June 26, 2013, regular board meeting minutes, seconded by J. Sedlock, all yeas, motion carried.
- **Approval of financial statements:**
  - a. Motion forwarded by the Budget and Finance Committee to accept the Financial report as presented by D. Horn dated July 24, 2013. Roll call vote, all yeas, accepted.
  - b. D. Horn brought forward a motion, from the Budget and Finance Committee to approve the Bill list (checks 4477-4501) in the amount of \$8,928.40 for payment. Roll call vote, all yeas, motion carried.

**Communications:** None

**Committee reports:**

- **Personnel Committee report**
  - Employee Handbook was discussed with changes to page 11, for bereavement pay to include mother and father in-law, and step-children, mother and father.
  - Motion to accept the revised Employee Handbook was made by G. Hagadon and seconded by J. Sedlock, all yeas, motion carried.
  - New Employee Handbooks will be prepared and sent to staff when all revisions are complete.

## **Document Review Committee report**

- Branch Policies review – no revisions.
- Motion to accept as presented was made by D. Horn and seconded by C.Cole, all yeas, motion carried.
- Branch policies will be prepared and sent to staff.

## **Old Business:**

- Morrice branch update, Jami reported attending the Morrice Village Council meeting July 9, and it was determined to seek bids from contractors for restoration of the Morrice branch. That process has been completed with On Call Restoration, to do the inside clean-up of water damage, and mold removal. Carpet Master was chosen to install new carpet, and is scheduled to be done by the end of August. Furniture will have to be removed and stored for carpet install. Rearrangement of furniture is an option. A Grand Re-Opening event was also discussed.
- Administrative office lease was discussed, with input from all board members. Board Chair Hornus is exploring options with Director Cromley and City Manager Joe Sawyer.
- Summer Reading Program is complete and all branches are wrapping up, with 405 participants. More programs are being held in the month of August. The Grand Prize drawing for the Ipod Touch, will be held the week of July 31.

## **New Business:**

- CDL 2012-13 Annual Report was presented by Director Cromley. She detailed statistics and reviewed the events of the past year. The Annual Report will be posted on the CDL web page and made available to the public at each branch.
- Documents for the audit are being prepared and data will be placed on a thumb drive and given to auditors. The final audit report should be ready by the end of September.
- Jami outlined the effects of the Affordable Care Act on the library. Small employers with fewer than 50 employees are exempt. Information will be available to patrons and business on the library website for assistance and program overview.

## **Director Report:**

- A new AWE Children's Early Literacy Station computer was purchased by the Friends of the Corunna/Caledonia Library, as well as a desk and chair, and will be placed in the children's section of the Corunna branch in August.

**Branch Reports:** Prepared and presented. Lots of exciting things going on.

**Citizens Comments:** None

**Board Comments:** C. Cole suggested the possibility of partnering with area libraries to use a highway billboard sign to promoting using the library. This will be placed on the January 2014 agenda for further discussion.

**Adjournment:** 8:09, motion made by D. Horn, and seconded by G. Hagadon, motion carried.

