

**Community District Library Board of Trustees
Regular Board Meeting Minutes
Administration Office**

September 26, 2018

Opening

The regular meeting of the Community District Library Board of Trustees was called to order at 7:03 p.m. on September 26, 2018 by Board Chair D. Lahmann.

Present

Diane Lahmann, Dana Horn, Judy Bowers, Patty Fraser, Geraldine Hagadon, Karen Hornus, Tom Chaput, and John Sedlock.

Also present: Jami Cromley, Linda Hudecek. Staff members: C. Pavlica and K. Kennedy. B. Pavlica.

Approval of agenda:

Motion made by D. Horn to approve the agenda, with addition of b. Library sign for Bancroft and c. Payment for carpet from reserve funds, seconded J. Bowers, all yeas, motion accepted.

- **Approval of minutes:**

Motion made by G. Hagadon to approve the August 22, 2018 regular minutes, seconded by T. Chaput, all yeas, motion accepted.

- **Approval of motion to accept the current budget report**, dated September 2018, forwarded from Budget and Finance Committee, motion accepted.

- **Approval of payment of bills**, (checks #6270-6310) in the amount of \$24,665.17, roll call vote, motion accepted.

Citizen comments: None.

Communications Received: Thank letter from Respite Volunteers for the donation of a Merlin magnifier system, to be used by staff and clients.

Old Business: None.

New Business:

- Jami introduced staff members from Perry and Bancroft branches and each member gave a report on events and programs in their branches and thanked the board for their support.
- After discussion a motion was made by K. Hornus to purchase a new sign to be placed with the new sign ordered for the Bancroft Branch in the amount of \$524.00 from Agnew Signs, seconded by G. Hagadon, roll call vote, motion accepted.
- After discussion a motion was made by K. Hornus to use the Reserve funds for payment balance to Thompson Flooring for carpeting of Corunna branch (\$4,446.27), and reimbursement to the Friends of the Corunna/ Caledonia for their portion (918.78) of the deposit, seconded by G. Hagadon, roll call vote, motion accepted.

- Jami updated the board about the library, staff use of the kitchen at the Shiawassee Township Hall. Staff is allowed to use the kitchen microwave and refrigerator.

Directors Report:

- Jami has been busy with visits to the various municipalities, with staff members, updating them with the yearly annual library report. Burns Township will be her last on Oct. 1.
- The carpeting has been installed in the Corunna branch and invited the board members to notice the changes it has made.
- Perry branch held a book sale the Perry Festival weekend and was quite successful, netting over \$600.00, the Corunna branch Friends group will be holding their semi-annual book sale Oct. 18-20.
- Auditors have a few more steps before completion, they will present final audit results at next month's meeting.
- Jami will begin staff evaluations in the month of October.
- The Perry and Byron branches will be gathering school yearbooks to be sent for digitizing. Yearbooks will be searchable on the library website, along with the Corunna branches which have already been through that process.
- Staff members have attend various workshops and have shared information with other staff at monthly meeting.
- The Scheidemantel family has given its annual donation to the Lennon Branch, and will be used to enhance services for it patrons.
- The O'Berry fund attorney has requested an adjournment until more paperwork can be supplied.
- During the Perry Festival September 15, 2018, a wall sculpture was dedicated to the O'Berry for their generosity to the library and community, this will be placed in the library for patrons to enjoy.

Citizens Comments: None.

Board Comments: K. Hornus voiced concerns on director's evaluation forms. T. Chaput said the Perry City Council has approved a plaque honoring past library staff member Anna Pavlica, who had 32 years' service, this will be displayed in Perry City Hall.

Board members thanked the visiting staff for their continuing dedication to the library and for all they do for their communities.

Adjournment: 7:56 p.m.

Recorded by: L. Hudecek