

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

October 24, 2018

Opening

The regular meeting of the Community District Library Board of Trustees was called to order at 7:04 p.m. on October 24, 2018 by Board Chair D. Lahmann. Followed by pledge of allegiance.

Present

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

Absent: John Sedlock.

Also present: Jami Cromley, Linda Hudecek.

Approval of agenda:

Motion made by G. Hagadon to approve the agenda, seconded K. Hornus, all yeas, motion accepted.

- **Approval of minutes:**

Motion made by K. Hornus to approve the September 26, 2018 regular minutes, seconded by G. Hagadon, all yeas, motion accepted.

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

- **Approval of payment of bills**, (checks #6311-6342) in the amount of \$12,674.29, roll call vote, motion accepted.

Citizen comments: D. Horn on behalf of Judy Thomas wanted to thank library for the glass display case.

Communications Received: None.

2017-18 Audit Presentation: Sarah from Andrews, Hooper, Pavlik presented the draft audit and explained Raymond James investment accounts need to be updated to be complaint with Public Act 20 of 1943, once this issue is resolved she will send the final audit letter to Library of Michigan.

Old Business: 1st qtr. Branch statistics were reviewed and motion made by K. Hornus to accept them and seconded by J. Bowers. Motion accepted.

New Business:

- Library board members adjourned regular meeting at 7:31 to go to closed session to discuss library director's evaluation. Board members reconvened regular meeting at 7:45. Jami was given an excellent review and board members are very pleased with her performance as director of library and approved a 3% increase.

Directors Report:

- Jami has been busy with visits to the branches and doing the annual staff evaluations.
- Corunna branch Friends group held their semi-annual book sale Oct. 18-20 and raised over \$800.00.
- The Perry and Byron branches have been gathering school yearbooks and they will soon be sent for digitizing. Yearbooks will be searchable on the library website, along with the Corunna branches which have already been through that process. Processing the various area historical documents is also being planned, and they will be searchable also.
- The O’Berry fund attorney has sent notice of a “Show cause” hearing set for Nov. 2, and board members are planning on attending, along with Jami.
- Jami reviewed the 3 committees, Personnel, Budget and Planning, that board members are assigned to. She is going to contact Denise at M.M.L.C for further information on guidelines about how these committees should operate and she will bring back details so the board can make informed decisions going forward.
- Jami also suggested providing a Library Board Trustee refresher course, with board members understand their roles in library advocacy and general management.

Citizens Comments: None.

Board Comments: None

Adjournment: 8:19 p.m.

Recorded by: L. Hudecek