

# **Delta Township District Library**

## **Board Meeting Minutes**

### **April 12, 2010**

Next meeting: Monday, May 10, 2010, 4:15 p.m., Delta Township District Library

**I. Call to order** at 4:15

**II. Roll Call:**

Trustees Present- Michael Moore, Judy Mulvaney, Richard Milliman, Colleen Weinfeld, Marie Papciak, and Cindy Peruchietti

Trustees Absent- none

Guests Present- Cherry Hamrick- Library Director, Keri Litwiller- staff member, JoAnn Grow- Friends of the Delta Township District Library.

**III. Adoption of Minutes:** from meeting of March 8, 2010. Trustee Milliman moved to approve the minutes, seconded by Trustee Papciak. The motion to approve the minutes was voted on and carried.

**IV. Treasurer's Report:**

Approval of Bills: Trustee Milliman presented the invoices for March 3 through March 17, 2010 in the amount of \$21,301.64 and March 17 through April 7, 2010. Trustee Milliman moved to approve both sets of invoices, supported by Trustee Mulvaney. The motion to approve the invoices for payment was voted on and carried.

Budget Report: At 25% into the budget year, Trustee Milliman addressed the postage line item (730.000) that is over balance. Director Hamrick explained why this expense is currently over balance. Chairman Moore suggested that the Director present a report on annual costs involved with the postage meter so that alternative options may be considered.

**V. Public Appearances:** Ms. JoAnn Grow spoke on behalf of the Friends of the Delta Township District Library. She reported that the Friends made just under \$2,262.00 for the month of March. She also stated that the bookstore has increased their hours and that she has now been put on a regular volunteer schedule. She stated that while she is working the bookstore they are always busy. The Friends will also be brainstorming ideas on how to increase book donations.

**VI. Capital Campaign Requests:**

Self-Check Station: An additional self-check station will enhance patron's ability to check out faster, especially during busy hours. The cost for the system, including installation and service agreement is \$13510.00. Trustee Mulvaney moved to approve the request supported by Trustee Weinfeld.

SirsiDynix PocketCirc: This handheld PDA device will allow for the library to take an inventory of the collection and better track items. It can also be used to aid circulation as a checkout tool. The cost for the device is \$2500.00. Trustee Mulvaney moved to approve the request, supported by Trustee Papciak.

The motion to approve both requests was voted on and carried.

**VII. Director's Report:** Director Hamrick presented her report highlighting several meetings and events at the library. She shared the success of our Fifth Annual Run for Reading. She also announced that all front door locks have been switched over manual. She reported that she had a meeting with the Director from the Grand Ledge library and the Grand Ledge Superintendent to discuss collaboration for Summer Reading program. Trustee Papciak inquired about the status of the installation of the patio statue. Director Hamrick informed her that she was still working with the Township Parks department on installation and stated that the Board members will be notified when it gets installed. The report was reviewed and filed.

Amazon Bill: Director Hamrick requested that we add the Amazon bill to the list of invoices not requiring a second signature. Due to Amazon's turnaround time this will eliminate unnecessary late fees. Trustee Milliman moved to approve this request, supported by Trustee Weinfeld, with the caveat that the monthly charge could not exceed \$5,000.00.

Substitute Position: Director Hamrick requested Board consideration of adding a substitute position as fill-in for staff vacations or medical leave of absence. Chairman Moore requested that Director Hamrick write something up to present to the Board.

**VIII. Board Member Resolutions:**

Chairman Moore addressed issues with a couple of past invoices—street light assessment and IT training—received by the library. After speaking with the Township it was agreed upon that the library will pay for the street light assessment this year only but will not pay for the assessment in future years. In regards to the IT training costs, the library will not pay the current invoice and for future training costs the supervisor will have to approach the Board so that it can be added to the budget.

Chairman Moore talked with Delta Township Clerk, Janice Vedder, in regards to Trustee Mulvaney's replacement. He reported that Ms. Vedder said that the vacancy will be posted and the interviews will probably be held in May. Interviewing procedures for filling all board and commission positions include the township supervisor, township treasurer, and township clerk.

Chairman Moore inquired about the status of the next custodial report to be presented to the the Board in an effort to help determine how the custodian position will be budgeted in the future.

Chairman Moore announced that Township Manager Richard Watkin's contract is up and that they were in discussions to extend his contract.

He also addressed the small fire outside the library in the woodchips. Director Hamrick stated that the assumed cause was a cigarette. Chairman Moore requested that Director Hamrick provide an updated emergency management plan.

**IX. Board Member Comments:**

Trustee Papciak announced her upcoming theatrical presentations. She will be performing in "Amy's Wish" at the Holt Jr. High School April 22-24 and April 29-May1. Additionally, she was asked by the Delta Township Historical Society to perform "A Year on the Farm" at Woldumar Nature Center on April 17<sup>th</sup>.

Chairman Moore brought in a picture of a labyrinth and stated the popularity of them in Tucson. He also mentioned that he was appointed to the Michigan Center Innovation and Reinvention Board to discuss what to do with the State Library. Plans have been made for the Library to get rid of their entire general collection and to move to the third and fourth floor to vacate the bottom two floors.

**X. Adjournment:** The meeting adjourned at 5:50 p.m.

Minutes respectfully submitted by Keri Litwiller and Marie Papciak.