

Delta Township District Library

Board Meeting Minutes

February 8, 2010

Next meeting: Monday, March 8, 2010, 4:15 p.m., Delta Township District Library

I. Call to order at 4:15

II. Roll Call:

Trustees Present- Judy Mulvaney, Richard Milliman, Colleen Weinfeld, and Marie Papciak

Trustees Absent- Michael Moore, Cindy Peruchietti

Guests Present- Mary Rzepczynski- Assistant Library Director, Keri Litwiller- staff member, JoAnn Grow- Friends of the Delta Township District Library.

III. Adoption of Minutes: from meeting of January 11, 2010. Trustee Milliman moved to approve the minutes, seconded by Trustee Weinfeld. The motion to approve the minutes was voted on and carried.

IV. Treasurer's Report: Approval of Bills: Trustee Milliman presented the invoices for January 6 through January 20, 2010 in the amount of \$26,230.04 and January 20 through February 3, 2010. Trustee Milliman inquired about the invoice to Delta Charter Township for street light assessment, as well as payment of BCBS health insurance premiums. The motion to approve the invoices for payment was voted on and carried. Trustee Milliman moved to approve both sets of invoices, supported by Trustee Papciak. Additionally, Trustee Mulvaney explained that Chairman Moore had negotiated with Dan Vos from Fishbeck, Thompson, Carr and Huber to reduce a service invoice from 2009 by \$2,500.00. According to Mr. Vos, the invoice was delinquent due to the need to wait until the Library received LEED certification.

V. Public Appearances: Ms. JoAnn Grow spoke on behalf of the Friends of the Delta Township District Library. She reported that the Friends are back operating at regular hours following the holidays. She reported that the Friends made \$2,620.00 for the month of January.

VI. Director's Performance Factors 2010: The board reviewed the performance factors for 2010. Following discussion, the factors were amended and agreed to by the Board. In addition, the board will receive the revised performance factors.

VII. Alcoholic Beverage Permit Policy: Trustee Papciak moved to adopt the alcoholic beverage permit policy, supported by Trustee Weinfeld. The motion to approve the policy permit was voted on and carried.

VIII. Director's Report: Assistant Director Rzepczynski presented Director Hamrick's report announcing that the library has welcomed two new circulation staff members, Cindy Long and Hannah Jewel. She also stated that they have started interviewing people for the custodian position vacated by Dana Yeager. The report was reviewed and filed.

Bi-Monthly Custodial Report: Assistant Director Rzepczynski explained that the custodians work an average of 25 hours a week. She stated that after evaluating job responsibilities it was decided to eliminate room reservation set-up. Assistant Director Rzepczynski agreed to follow-up with Trustee Milliman's and Trustee Papciak's concern regarding liability issues due to injury. She also stated that the library is in talk with Granger to add a recycling bin, which will significantly reduce the amount of trips and time spent recycling.

IX. Board Member Comments: Trustee Papciak inquired about protocol for Friends' book donations due to questions given to her by a patron. Assistant Director Rzepczynski explained the policy for book donations and informed Trustee Papciak that she would have the Circulation Manager review book donation policies with staff.

X. Adjournment: The meeting adjourned at 4:55 p.m.

Minutes respectfully submitted by Keri Litwiller and Marie Papciak.