

Delta Township District Library

Board Meeting Minutes

January 10, 2011

Next meeting: Monday, February 14, 2011, 4:15 p.m., Delta Township District Library

- I. Call to order** at 4:15
- II. Roll Call:**

Trustees Present- Michael Moore, Richard Milliman, Colleen Weinfeld, Cindy Peruchietti, Carol Walker and Marie Papciak
Trustees Absent- none
Guests Present- Cherry Hamrick- Library Director, Keri Litwiller- Executive Assistant, JoAnn Grow- Friends of the Delta Township District Library.
- III. Agenda Changes:** Chairman Moore stated that the Director's Performance Review would be moved to the end of the meeting to honor Director Hamrick's request for a closed meeting.
- IV. Adoption of Minutes:** from meeting of December 13, 2011. Trustee Weinfeld moved to approve the minutes, seconded by Trustee Peruchietti. The motion to approve the minutes was voted on and carried.
- V. Treasurer's Report:** Approval of Bills: Trustee Peruchietti presented the invoices for December 8 through December 22, 2010 in the amount of \$17,154.15 Trustee Peruchietti moved to approve the invoices, supported by Trustee Milliman. The motion to approve the invoices for payment was voted on and carried.
- VI. Public Appearances:** Ms. JoAnn Grow spoke on behalf of the Friends of the Delta Township District Library. She reported that the Friends made \$2,268.00 in December even though the bookstore was closed for a couple of weeks. She stated that year-to-date for 2010 the Friends made \$36,638.00. Ms. Grow also announced and invited the Board to the Friends Volunteer luncheon on January 11th.
- VII. Capital Campaign Fund:** Chairman Moore presented an end of year reference of capital campaign expenditures and status through 2010. Chairman Moore stated that overall we are in pretty good shape and stated that most of the pledge payments have been completed. Chairman Moore discussed the remaining McLean Room commitment to which Director Hamrick and Trustee Papciak announced that the committee had been meeting to discuss fundraising ideas and options.
- VIII. Establishment of Policy Review Committee:** Chairman Moore proposed the establishment of a policy review committee, including both library staff and Board, to review, revise or write new policies as necessary. Trustee Walker volunteered to work on the committee. Chairman Moore said that he will work on a draft for the proposal.
- IX. 2011 Delta Township District Library Board Meeting Dates:** Chairman Moore distributed the proposed meeting dates for 2011. All meetings will be held at 4:15 p.m.

on the second Monday of each month except November, which will be held on the first Monday of the month.

- X. Director's Report:** Director's Report- Director Hamrick highlighted several meetings and events. She stated that the Jingle Belle event made a profit of \$3,220.00. She informed the Board that she has submitted her state-aid report and is finishing her annual report. Director Hamrick also reported that "books by mail," funded completely by the Friends, is now in operation. She also presented the Board with a chart showing the statistics and popularity in downloadable ebook usage. She indicated that the series of seminars on community development sponsored by Delta Township and the Library begins January 13th and will have as the first guest speaker, Arnold Weinfeld. She stated that she has an appointment on Thursday with Delta Township Director Richard Watkins to discuss library goals for the coming year. Director Hamrick also updated the Board on the sculpture lighting informing them that a new controller had to be ordered from Quebec. It seems to be a continuous problem with the lighting. The report was reviewed and filed.

2010 Statistical Report- Although final MeLCat count numbers were not available at the time of the meeting, Director Hamrick announced that total MeLCat numbers were higher in 2010 compared to the previous two years. Chairman Moore pointed out the collection total number and expressed that the use of capital campaign funds helped to bring that number up. Chairman Moore requested that the report also include the number of website visits and asked Director Hamrick to clarify the definition of "unique" visitors.

Building Maintenance Schedule- Director Hamrick presented the Board with a building maintenance schedule identifying contact name and number information. Included in this schedule is contracts invoiced quarterly, bi-annually, and annually, as well as all building and equipment information for repair and maintenance.

Local History Room- Director Hamrick offered the Board a recap of the Local History Room and ideas to move forward and asked the Board for their input and suggestions of this process. Trustee Milliman suggested that an ad for contributions of high school yearbooks be placed in the newspaper asking for residents to contribute old yearbooks for the collection. The History Room also houses a photo collection due to a photo contest held each year. Tom Moore is responsible for these activities.

XI. Board Member Comments:

Trustee Papciak announced that she is performing in the play "Over the River and Through the Woods" at Holt-Diamondale the last two weekends of January, Thursday thru Saturday at 7:00 p.m. Trustee Walker announced that she is in training in effort to teach fourth and fifth grade asthmatic students skills on how to self-monitor and control asthma attacks. Chairman Moore reminded the Board that he will be leaving for Arizona later in the week and will be returning the beginning of April.

- XII. Adjournment:** The meeting adjourned at 5:10 p.m when the Board went into closed session for discussion of the Director's Performance Review for 2010.

Minutes respectfully submitted by Keri Litwiller and Marie Papciak.