

Delta Township District Library

Board Meeting Minutes

January 11, 2010

Next meeting: Monday, February 9, 2010, 4:15 p.m., Delta Township Library

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

Trustees Present- Michael Moore, Judy Mulvaney, Richard Milliman, Colleen Weinfeld, Cindy Peruchietti, and Marie Papciak
Trustees Absent- none
Guests Present- Cherry Hamrick- Library Director, Mary Rzepczynski- Assistant 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 14, 2010. Trustee Milliman moved to approve the minutes, seconded by Trustee Mulvaney. The motion to approve the minutes was voted on and carried.
- V. Treasurer's Report:** Approval of Bills: Trustee Milliman presented the invoices for December 9 through December 23, 2009 in the amount of \$23,636.76 and December 23 through December 31, 2009 in the amount of \$14,074.97. Trustee Milliman requested that Director Hamrick look into the possibility of the Delta Township Fire Department paying the fire hydrant sign. Additionally, Trustee Milliman asked for clarification of all item descriptions of a CDW invoice totaled \$3,656.25. Trustee Milliman moved to approve both sets of invoices, supported by Trustee Peruchietti. The motion to approve the invoices for payment was voted on and carried. Mr. Moore indicated that Fishbeck, Thompson, Carr and Huber (building architects) had submitted an invoice to the Township for over \$8,000 as the last payment on the project. The Township building account is closed and no money remains. Mr. Moore is discussing the situation with Dan Vos from FTCH and Jeff Anderson, Finance Director of the Township.
- VI. Public Appearances:** Ms. JoAnn Grow spoke on behalf of the Friends of the Delta Township District Library. She reported that the Friends made \$1,721.00 in December even though the bookstore was closed for nearly one-and-a-half weeks. Ms. Grow also announced and invited the Board to the Friends Volunteer luncheon on January 12th. Mr. Moore asked that Ms. Grow convey to the Friends the appreciation of the Board for all the Friends do for the Library.
- VII. Board Vision for 2010:** Chairman Moore presented a list of possible Board Discussion items for 2010 and asked for feedback from Board members including other higher priority items to be discussed during the year. Some items of priority

suggested by the Board members included adjusting hours of use of the Elmwood Room, option of conducting a patron survey, and vision for remaining Capital Campaign funds. Some additional discussion occurred on covering the patio and hours of operation. Mr. Milliman reflected on improving the history room collection including school yearbooks.

- VIII. Cell Phone Policy:** Assistant Director Rzepczynski reported that upon researching the policies of other libraries, use of cell phones were often specifically stated in their conduct policies. She recommended that we change the existing Conduct Policy to specifically include cell phone use as possible disruptive conduct, which will allow for greater confidence in staff enforcement of the policy. Trustee Milliman moved to approve the change of the conduct policy, supported by Trustee Mulvaney. The motion to approve the change was voted on and carried.
- IX. Director's Report: Bi-Monthly Custodial Report-** An oral report on the management of the custodial staff was discussed. Focus of this report should include number of hours worked by custodians; duration of time spent on non-custodial duties, such as recycling and room set-up/break-down; and issues related to keeping the library on high level of maintenance. The first report will be for February.
Six Month Statistical Report- Director Hamrick presented a statistical report on circulation numbers, as well as people count. Director Hamrick reported that circulation numbers continue to increase. Director Hamrick added that for next report she will include statistics for use of the self-checkout and the percentage of the collection that is checked out.
Director's Report- Director Hamrick announced that interviews for the circulation clerk/MeLCat position will be Thursday, January 14th. Director Hamrick also explained that she was working on the state aid report, which is the data for calendar year 2008. She also shared the success of the Jingle Belle Women's 5K and announced that the patio sculpture had arrived. Trustee Papciak suggested an unveiling for the month of March to coordinate with reading month. The report was reviewed and filed.
- X. Board Resolutions:** No resolutions were presented.
- XI. Board Member Comments:**
Trustee Papciak invited the Board to the Waverly Middle School Play "Robin Hood", which she is assistant director, on Jan. 22,23, & 24. Chairman Moore showed his new Kindle and revealed the options and items available through this technology.
- XII. Adjournment:** The meeting adjourned at 5:35 p.m when the Board went into closed session for discussion of the Director's Performance Review for 2009.

Minutes respectfully submitted by Keri Litwiller and Marie Papciak.