

Delta Township District Library

Board Meeting Minutes

July 12, 2010

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

I. Call to order at 4:15

II. Roll Call:

Trustees Present- Michael Moore, Richard Milliman, Marie Papciak, Colleen Weinfeld, Cindy Peruchietti, and Carol Walker

Guests Present- Joanne Grow-Friends of the Delta Township District Library, Cherry Hamrick- Library Director, Keri Litwiller- library staff

III. Adoption of Minutes: The Board discussed the minutes from the meeting of June 14, 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 June 9 through June 23, 2010 in the amount of \$10,153.04 and June 23 through July 7, 2010 in the amount of \$38,810.91. Trustee Milliman moved to approve both sets of invoices, supported by Trustee Papciak. The motion to approve the invoices for payment was voted on and carried. Trustee Milliman mentioned that the Library received state aid funds in the amount of \$5,903.00; however, half of state aid is paid to Woodlands Library Cooperative. Trustee Milliman stated that this was not originally budgeted since we did not know if the Library would be receiving any state aid. Chairman Moore inquired about the increase in per diem stipend for Board members (line item 710.000). Director Hamrick stated that it was her error and that the amount (\$30.00) will be deducted from the next quarter per diem payment for each Board Member.

Mid-year budget adjustments: Trustee Milliman presented a list of mid-year transfers to cover anticipated shortages. These adjusted line items include an increase in 730 (postage) by \$1,000.00, 778 (equipment maintenance supplies) by \$3,000.00, 806 (contract services) by \$4,000.00, 861 (mileage) by \$1,000.00, 957 (education and training) by \$1500.00 and 959 (memberships and dues) by \$3000.00, and a decrease in line item 703 (salaries and wages - temporary) by \$13,500.00. The 957 transfer will be made only if the Board approves staff attendance at the MLA Leadership Academy later in the meeting. Trustee Milliman moved to approve the mid-year adjustments, seconded by Trustee Weinfeld. Motion carried.

Budget Calendar: Director Hamrick will provide a draft proposed budget request for finance committee, (Trustees Milliman, Peruchietti, and Moore) by Friday, August 13, with a full Board work session meeting scheduled for Monday, August 23, 2010 at 4:15 P.M.

V. Public Appearances: Ms. Joanne Grow reported that the Friends made a record high \$3,311.48, including some memberships, for the month of June. Ms. Grow attributed the increased sales to the extended bookstore hours. She also reminded the Board of the upcoming "Drop-in-Drop-off book event" on July 24 from 11:00 a.m. to 3:00 p.m.

- VI. Officers for 2010 Board:** Trustee Weinfeld, chair on the Nominating Committee, moved to nominate the following slate of officers for year 2010-2011, Chair- Michael Moore; Vice Chair- Richard Milliman; Treasurer- Cindy Peruchietti, and Secretary- Marie Papciak. Trustee Peruchietti seconded the motion. The motion to elect the officers was voted on and carried.
- VII. Fund Balance:** Chairman Moore presented a Library Fund Balance Policy to the Library Board. Trustee Peruchietti moved to approve the policy, seconded by Trustee Milliman. The motion to approve the policy was voted on and carried. (Adopted Library Fund Balance Policy attached)
- VIII. Directors Report:** Activities Report-Director Hamrick reported that summer reading program numbers were up compared to 2009. She also stated that working with the Economic Crime Unit was paying off with a total of \$7,322.00 in revenue or returned materials. Director Hamrick explained that the fire panel had been destroyed by a lightning strike. The panel was replaced and Director Hamrick is working with our insurance agent to determine any deductible. Trustee Papciak inquired about any library policy or liability for children climbing the star sculpture. Following discussion Trustee Peruchietti suggested that she could speak with senate legal counsel Kate McClure on liability concerns. Director Hamrick announced that library page Allison Epstein would be leaving her position to attend college at the University of Michigan. Director Hamrick requested permission to post the job vacancy. Trustee Milliman moved to approve the request to post the job vacancy, seconded by Trustee Walker. The motion was voted on and carried. Trustee Milliman reminded members of the Delta Rotary golf outing and invited members to create teams. Custodial Report- Director Hamrick stated that the new custodian, Darrell Greenhoe, is working out very nicely and is very efficient. Director Hamrick stated that some of the staff continues to do some of the custodial work due to scheduling conflicts with the custodians. Board discussion included suggestions on scheduling custodians after closing and other options.
- IX. MLA Leadership Academy:** Trustee Walker moved to approve the request for Fund Transfer of \$1,500.00 to allow Youth Services Librarian Becky Fermanich to attend the MLA Leadership Academy, seconded by Trustee Weinfeld, Discussion of the request followed. Trustee Peruchietti indicated she had concerns relative to exceeding the budgeted amount for 957, Education and Training. She feels that we should remain within the original budgeted amount. Further discussion of the request occurred. A roll-call vote was conducted indicating the following votes: Trustee Milliman-nay, Trustee Papciak-nay, Trustee Peruchietti-nay, Trustee Walker- aye, and Trustee Weinfeld-aye. The motion to approve the request was defeated.
- X. Board Comments:** Trustee Weinfeld announced that she was reappointed to the Delta Township District Library Board.
- XI. Adjournment:** The meeting adjourned at 5:50 p.m.

Minutes respectfully submitted by Keri Litwiller and Marie Papciak.