

# **Delta Township District Library**

## **Board Meeting Minutes**

### **June 13, 2011**

Next meeting: Monday, July 11, 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, Carol Walker, and Marie Papciak  
Trustees Absent- Cindy Peruchietti  
Guests Present- Cherry Hamrick- Library Director, Keri Litwiller- Executive Assistant, Erica Gupton- Delta Township and Library IT, Dave Marquette- Delta Township IT department, Jeff Anderson- Delta Township Finance Director, Ross Wilson- prospective Library Board member.
- III. Adoption of Minutes:** from meeting of May 9, 2011. Trustee Walker 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: Chairman Moore presented the invoices for May 4, 2011 to May 18, 2011 in the amount of \$21,840.32 and May 18, 2011 to June 8, 2011 in the amount of \$22,829.44. Trustee Papciak asked about the fees provided to the Michigan Notable Book authors. Director Hamrick explained that there is not a standard fee for authors and that we do receive reimbursement for one Michigan Notable Book author. Director Hamrick stated that she would double check with Adult Services Librarian Tom Moore to verify the specifics of author reimbursement. Trustee Milliman inquired about the monthly Blue Cross Blue Shield expense and the payment to Woodlands Library Cooperation. Chairman Moore explained that there is current legislation regarding public employees paying up to 20% of their health insurance premium. At this time, if the bill passes into law, it is unclear how it may apply to Township employees. Director Hamrick explained that a portion of each state aid check is paid to Woodlands Library Cooperative. Trustee Milliman moved to approve the invoices for payment, supported by Trustee Papciak. The motion to approve the invoices for payment was voted on and carried.

Budget Report: At approximately 41% into the budget year, Chairman Moore expressed that there is nothing out of order that has not been looked at before. Director Hamrick stated that she is still working out the expenses for the contracts line item (806).
- V. Fiber Optics:** Dave Marquette, Delta Township Information Technologist, spoke to the Board Trustees about the opportunity for the Library to switch to fiber optics. This service will be offered through a local company, Arialink, and will include both phone and internet and allow for network connectivity between the Library and Township. Mr. Marquette summarized the delivery process and pros of this type of technology. There would be a added savings of \$7,000.00 but only if phone service is agreed upon. Otherwise, the \$7,000.00 is the construction cost for the fiber optic installation to the

Library. Director Hamrick stated that the concerns she has for the Library relates to switching phone service, which includes the Library alarm systems and the automatic phone calling. Director Hamrick stated that the staff is very happy with the AT&T service and she is still studying the change options. Per Trustee Walker's request, Mr. Marquette stated that Arialink is located in downtown Lansing, Michigan and has been in operation for a minimum of 10 years. Chairman Moore reminded the Trustees that no action is due from the Board on this matter, but rather is a management decision.

**VI. Policy Review Committee:** Trustee Walker updated the Board on the progress of the policy review committee. She stated that the committee met for the first time on May 31<sup>st</sup>. This meeting consisted of Trustee Walker, Director Hamrick, Youth Services Assistant Robert Chartrand, and Adult Services Assistant Jessica Goodrich. Trustee Walker said the meeting was very productive and that staff came to the meeting very prepared to discuss and review current policies as well as to create new policies. Trustee Walker stated that the next committee meeting will be July 14, 2011. Chairman Moore reminded Board Trustees that they have until June 15, 2011 to send Trustee Walker any comments on Library policies. All recommendations are to be presented to Trustee Walker for committee discussion and then presented to the Board at the September Board meeting. All policies are on-line to review.

**VII. Policy Discussions:**

Policy on Art (Draft): Trustee Milliman and Trustee Papciak addressed several concerns with the policy on art. Trustee Milliman requested clarification on who appoints members to the art committee. It will need to be re-written to include adding different members to the committee for different art purchases. In addition, Trustees Milliman and Papciak inquired about who was involved in the final purchase decision, total cost of work, and from what line item the funds are expended, if not from the Capital Campaign funds. The policy was referred back to the policy committee, headed by Trustee Carol Walker, for further discussion.

Steiner Literacy Room Policy: The Steiner Literacy Room policy was presented to the Board members. Revision of the policy to require a one week advance notice and not more than two months to reserve the room was discussed. Trustee Walker did not understand why the policy only included reservation months of June, July, and August. Director Hamrick explained that normally the room cannot be reserved but due to the high number of tutors during the summer months the room is opened for reservation, for 2 hour blocks. Trustee Papciak moved to accept the policy change, seconded by Trustee Weinfeld. The motion to approve the changes was voted on and carried.

**VIII. New Out Door Sign:**

Trustee Papciak discussed the option of a new electronic outdoor Library sign on Elmwood Road. This had been discussed awhile ago, when Trustee Mulvaney first brought it up to the board for discussion. Trustee Peruchietti and Trustee Papciak were working together on this project and Trustee Peruchietti had all the pictures and price factors but in her absence at the meeting, it will have to be discussed at the July meeting.

**IX. Director's Report:**

Director Hamrick highlighted several meetings and events. She stated that the kickoff for 2011 Summer Reading Program was off to a successful start with 318 youth and 80

adults participating in programs earlier in the day with additional programs scheduled for that evening. She stated that in May the Library had 77 e-books downloaded, the highest ever. Director Hamrick stated that the handicap door was repaired and functioning. Trustee Milliman noticed the high number of applications that had been received for the Teen Volunteer program. Trustee Walker and Trustee Milliman inquired about various adult programs offered at the Library. Trustee Milliman expressed concerns again about the low attendance number for some programs. Director Hamrick stated that programs are monitored and reviewed based on attendance numbers. The report was reviewed and filed.

**X. Board Member Comments:**

Trustee Milliman expressed the pleasure he had in sitting on the Library Board the last 13 years and being part of the effort to bring a new Library to Delta Township. He expressed honor and pride to have been re-appointed to the Board for so many terms. A small reception in his honor followed the meeting.

Trustee Walker expressed how her son recently became a library patron of Farmington Hills Library and was very excited about the research databases offered through MeLCat.

**XI. Adjournment:** The meeting adjourned at 5:30.

Minutes respectfully submitted by Marie Papciak