

Delta Township District Library

Board Meeting Minutes

June 14, 2010

Next meeting: Monday, July 12, 2010, 4:15p.m. Delta Township Library

I. Call to order at 4:15

II. Roll Call:

Trustees Present- Michael Moore, Judy Mulvaney, Richard Milliman, Marie Papciak, Colleen Weinfeld, and Cindy Peruchietti

Guests Present- Joanne Grow-Friends of the Delta Township District Library, Howard Pizzo, Delta Township Treasurer, and Carol Walker, prospective Library Board member.

III. Adoption of Minutes: The Board discussed the minutes from the meeting of May 10, 2010. Trustee Milliman moved to approve the minutes, seconded by Trustee Mulvaney. The motion to approve the minutes was voted on and carried.

IV. Treasurer's Report:

Approval of Bills: Trustee Milliman presented the invoices for May 5 through May 17, 2010 in the amount of \$16,635.82 and May 19 through June 9, 2010 in the amount of \$23,572.09. 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.

Budget Report: Through approximately forty-two percent of the budget year, Trustee Milliman addressed that we are doing well. He stated that in July we should be receiving approximately \$150,000.00 in penal fines. Responding to an inquiry, Township Treasurer Howard Pizzo indicated the Township was projecting a 5% decrease in 2011 tax revenue and a 7% decrease in 2012 tax revenue. Trustee Moore stated that the board will have a extra meeting in August to review spread sheets from the Township and hold preliminary 2011 Budget discussions.

V. Public Appearances: Ms. Joanne Grow reported that the Friends made \$2,120.00 for the month of May. She also reported that during the month of July there will be a "book drop off event". At the end of her term in January Karen Rude is leaving the board of the Friends and will no longer be the director of the book store. She will continue to volunteer. There continues to be positive comments on the additional hours that the bookstore is open. There were 260 books collected at the Children's Book Drive.

VI.

Mr. Pizzo had some questions on the Capital Campaign. Trustee Moore answered his inquiry. The Board continues to use the money on enhancements for the library and to use the amount in a timely fashion. We still accept donations but we are not planning another campaign to raise more funds.

Carol Walker also expressed her enthusiasm to be part of the board and explained that this will new to her as her experience has always been school libraries but that she is eager and willing to learn.

VII. Capital Campaign Requests: ViewSonic VT2342-23"LCD Monitor &Thin Client t5740
The present unit was a gift, is located near the circulation desk and is no longer working.. It has been an invaluable dissemination tool for library programs and information. The cost of the device is: Monitor \$256.23 HP Computer \$498.99

Trustee Mulvaney moved to approve the request, supported by Trustee Weinfeld. The motion was approved.

Picnic Table: . Investing in a picnic table will provide staff with an option for sitting outside while on break and at lunch.

The cost of the item: \$815.00

Discussion followed. Trustee Papciak had information on a picnic table from Costco that was larger, foldable, cheaper, and storage-minded for winter that she was willing to order for the library for the cost of \$379.99. Trustee Peruchietti moved to approve the Costco table, seconded by Trustee Milliman. The motion was approved.

Host Liberator Dry Extract Vacuum: With time limits and limited custodial time, a wide vacuum will enable the custodians to vacuum more of the building, more efficiently and more often. It also can do dry carpet cleaning and tile cleaning. And we can save on only having the entire carpet cleaned once a year instead of twice a year.

The cost of the item: \$4,975

Trustee Mulvaney moved to approve the request, supported by Trustee Papciak The motion was approved.

Fund Balance: Trustee Moore led a discussion about establishing a Fund Balance Policy for the library Board. He indicated the Township Board had an established policy that says General Fund balance should be maintained at a level equal to six months of operations and maintenance expenses not including capital improvement expenses. He explained that in the Library's case we expend approximately \$150,000 per month on operations and maintenance. Trustee Milliman indicated this was a good idea at some level. He was also concerned about ensuring money was available in the future for high cost repairs such as a new roof. Trustee Peruchietti indicated she was somewhat conservative in fiscal matters and would support a fund policy that maintains a six month balance rather than four months proposed by Chairman Moore. A discussion ensued with Chairman Moore explaining how other fund balances were carried out including retirement payments, OPEB's, and sick leave. Mr. Moore and Mr. Milliman will work on writing a proposed Fund Balance Policy for review by the Board.

VIII. Director's Report:

Director Hamrick was very excited to report that circulation statistics for the week prior were the highest week this year! 7,129 items were circulated!

Three new employees have started employment: a new custodian, Darrell Greenhoe; a new youth service employee, Kate Potthoff; and Sean O'Brien, circulation desk clerk. A page position is yet to be filled. The Summer Reading Program started on June 14th. On this day, 400 children and 70 adults signed-up for the program. Over 70 teen volunteer applications

were accepted for only 25 positions. Information on Woodlands Workshop at Albion District Library (July 22, 2010) was discussed.

- IX. Additions:** Trustee Moore discussed adding our Library Board minutes to the website. He seeks advice on how far back to add links to minutes. Many libraries do this and the Friends post their minutes on their website. Trustee Papciak voiced two concerns: She suggested a small table to be placed in the Women's Restroom so that patrons could place their books and other materials that had been check-out on it and therefore not on the floor, when using the facilities. She also noted that three patrons have approached her on different occasions to voice their concerns on staff responsiveness. . Trustee Moore suggested that she meet privately with Director Hamrick so that this matter can be taken care of in an appropriate manner.
- X. Board Member comments:** Trustee Milliman was very sad to see Trustee Mulvaney leaving the board after 12 years and he stated that she has made many contributions to the library. Trustee Mulvaney thanked everyone for their friendship and told everyone that she is not going anywhere, in fact she is volunteering at the book store and would like to be on the committee for the One Author project. And she would like to always be invited back for the Christmas party. Chairman Moore presented Trustee Mulvaney with a gift from the board for the 12 years of dedicated service to the community.
- XI. Adjournment:** The meeting adjourned at 5:45 p.m.

Minutes respectfully submitted by Marie Papciak