

# **Delta Township District Library**

## **Board Meeting Minutes**

### **May 10, 2010**

Next meeting: Monday, June 14, 2010, 4:15 p.m., Delta Township District Library

**I. Call to order** at 4:15

**II. Roll Call:**

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

Trustees Absent- Colleen Weinfeld

Guests Present- Stephanie Conarton- staff member, Keri Litwiller- staff member, JoAnn Grow and Diana Yager- Friends of the Delta Township District Library.

**III. Adoption of Minutes:** from meeting of April 12, 2010. Trustee Mulvaney moved to approve the minutes, seconded by Trustee Milliman. The motion to approve the minutes was voted on and carried.

**IV. Treasurer's Report:**

Approval of Bills: Trustee Milliman presented the invoices for April 7 through April 21, 2010 in the amount of \$17,233.66 and April 21 through May 5, 2010 in the amount of \$20,621.91. Trustee Milliman mentioned that a BRD invoice, in the amount of \$1372.08 for removable labels, is being transferred from the printing account (903.000) to the operating supplies account (740.000). 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.

Budget Report: Through one-third of the budget year, Trustee Milliman addressed specific line items to be monitored. Trustee Peruchietti inquired about the life, dental and disability insurance line item (720.000), which Trustee Milliman agreed that the line item should be monitored but due to the expenditure being a personnel item could not determine if it is a prepaid expense. Trustee Milliman also addressed the contractual services line item (806.000) at 74.7 percent. He indicated, however, that most of the larger contracts had been paid for the year. Chairman Moore requested that Mrs. Conarton convey to Director Hamrick to continue to red flag any items if there is any anticipation of transfer of funds needed.

**V. Public Appearances:** Ms. JoAnn Grow and Ms. Diana Yager spoke on behalf of the Friends of the Delta Township District Library. Ms. Grow explained that April was the first month for the extended bookstore hours. She reported that the Friends made just under \$2,576.00 for the month of April with \$74.00 in membership fees. She also reported that the August book sale will be three days instead of two this year. Ms. Yager expressed her excitement about a couple of new events the Friends are planning in an effort to help increase book donations and gain exposure. During bookstore hours, on June 5 and June 12 they are hosting a Children's book swap and on July 24 they are planning a bookdrop. She also stated that they have 800+ members which is steadily increasing. Additionally, due to the extended hours they are attracting more volunteers.

**VI. Final Audit Report:** Chairman Moore discussed the results of the final audit report. He expressed that the auditors were very complimentary toward the Board and the Board's interaction in the budgeting process. Chairman Moore asked that each of the trustees look through their copy and informed them that he along with Trustee Milliman would meet to discuss the possibility for levels of a reserve fund and as well determine if funds should be established for specific uses in the future. He stated that they would draft a proposal to present to the Board.

**VII. Director's Report:**

Substitute Positions: Mrs. Conarton read the resolution that was proposed by Director Hamrick in accordance with what Human Resources Manager Linda Wells approved. The resolution was moved by Trustee Papciak and supported by Trustee Milliman. Following Board discussion the original substitute draft was amended to define the terms long-term and substitute. An amendment to the original substitute draft was presented by Trustee Peruchietti with a copy presented to Board members. Trustee Papciak and Trustee Milliman withdrew their motion for the original draft. Trustee Peruchietti moved to approve the amended substitute resolution supported by Trustee Mulvaney. The amended resolution specifies that the utilization of substitute employees is authorized for temporary replacement of library employees who are on long term leave or for a vacant position while a search is underway. Substitute employee means someone who has been trained in the area for which the replacement is required and who has been approved by the Delta Township Human Resources Director to be on the Township Payroll. Long term leave means an absence in excess of 6 business days. The substitute can be authorized for up to the same number of hours that would have been worked by the library employee that is on long term leave. The resolution was voted on and carried.

Bi-monthly Custodian Report: Mrs. Conarton presented the custodial report for March and April. Chairman Moore reminded the Board that the purpose of the custodial report is to aid in discussing options for custodial work (i.e. contractual, increase employees, go with township, etc.). The report was filed.

Activities: Mrs. Conarton presented Director Hamrick's report. Chairman Moore noted that the Wellness committee meeting with the township was in effort to help reduce health care costs. Mrs. Conarton announced the Scrabble tournament for May 15 that will be run by JoAnne Grow. Ms. Grow is expecting approximately 25 participants. Trustee Papciak had some doubts about the landscaping work. She did not understand the need for the landscaping to match and why the Horrock's donation could not be used on a different selection from their gardening department. Trustee Milliman pointed out that the Woodland's Coop fund balance is 1.6 times the operating budget. Mrs. Conarton reported that Cassie Barnett, youth services assistant, graduated from Wayne State University and took a full-time position elsewhere. Interviews for the youth services assistant position are May 12. The report was reviewed and filed.

**VIII. Emergency Procedures:** An outline for emergency procedures was presented to the Board. Mrs. Conarton explained that there is an emergency phone tree list which includes township personnel. Chairman Moore stated that this is a document that needs to be constantly updated.

- IX. Trustee Membership in the Friends of Michigan Libraries (FOML):** Chairman Moore stated that a questionnaire was received in January from the Friends of Michigan Libraries, including opportunity for trustee membership in the Friends of Michigan Libraries. Chairman Moore stated that without objection we would pay the \$35.00 all-inclusive annual fee and informed the Board that they will be receiving regular emails from the FOML.
- X. Postage:** A report was presented detailing the use and expenses of the postage meter. Since our contract with Pitney Bowes is through August 2012, it was determined an immediate solution was not needed at this time. Chairman Moore suggested that at some point of time the Board would need staff input in regards to the convenience of the postage meter. He also stated that the use of email and phone systems for overdue notifications should help in determining a solution to the postage line item.
- XI. Board Member Comments:**  
Chairman Moore announced that Trustee Mulvaney's will conclude her term on the Delta Township District Library Board on June 30. The township board has named Carol Walker as the new Board member.  
Trustee Milliman announced that the Delta-Waverly Rotary is sponsoring a golf tournament on July 22 at the Grand Ledge Country Club with proceeds going to the Library. More information on this event will be forthcoming.  
Trustee Percuchetti was proud to announce that her daughter is one of the five valedictorians for Waverly High School class of 2010.
- XII. Adjournment:** The meeting adjourned at 5:55 p.m.

Minutes respectfully submitted by Keri Litwiller and Marie Papciak.