

# **Delta Township District Library**

## **Board Meeting Minutes**

### **May 9, 2011**

Next meeting: Monday, June 13, 2011, 4:15 p.m., Delta Township District Library

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

**II. Roll Call:**

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

Guests Present- Cherry Hamrick- Library Director, Keri Litwiller- Executive Assistant,  
JoAnn Grow- Friends of the Delta Township District Library.

**III. Agenda Changes:** Review and discussion of the Watson Literacy Room policy.

**IV. Adoption of Minutes:** from meeting of April 11, 2011. Trustee Peruchietti moved to approve the minutes, seconded by Trustee Walker. The motion to approve the minutes was voted on and carried.

**V. Treasurer's Report:**

Approval of Bills: Trustee Peruchietti presented the invoices for April 6, 2011 to April 20, 2011 in the amount of \$21,257.25 and April 20, 2011 to May 4, 2011 in the amount of \$17,452.37. Trustee Peruchetti requested follow-up to the delinquent patron account that was sent to the prosecutor's office. Director Hamrick stated that she would update the Board on the status of the account. Trustee Peruchetti 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 nearly 33% into the budget year, Trustee Peruchetti expressed concern for the contracts line item (806). Director Hamrick stated that she would verify what invoices the Library still has outstanding from that line item. Trustee Peruchetti also addressed concern for the building maintenance supplies line item (776). Director Hamrick informed the Board that the expenses from that line item reflect how busy the Library remains. She also pointed out that the line item continues to be cut every budget year.

Chairman Moore talked about "Dollars and Sense" which is on the Delta Township Website and how this is an interesting piece of information. It informs the public on how the Township spends their money.

**V. Public Appearances:** Ms. JoAnn Grow spoke on behalf of the Friends of the Delta Township District Library. She reported that the Friends made a total of \$2,963.00 for the month of April, including bookstore sales, memberships, and interest. She also stated that the Friends paid out a total of \$3,942.00 in various Library materials and programming reimbursements. Ms. Grow announced that she will not be at the June Board meeting as she will be in Philadelphia for her grand-daughter's high school graduation. Chairman Moore asked about the upcoming book/bake sale, which Ms. Grow responded will be the last weekend of August.

**VI. Final Audit Report:** Chairman Moore discussed the results of the final audit report. He and Trusee Milliman and Director Hamrick met with the auditors. A paper copy was distributed to the Board members but the Final Audit can also be found on the Library's Website. He expressed that the auditors were very complimentary toward the Board and the Board's interaction in the budgeting process. Chairman Moore indicated that the Library was selected to have a more intensive audit this year and that everything is being handled properly.

**VII. Capital Campaign Requests:**

Youth Area: Benches- A request for purchase of three benches for the youth area to provide seating for caretakers to stay with youth in the play area. Director Hamrick explained that benches in front of her office were moved to the youth area on a trial basis. She stated that they are very widely used and have not been returned. There was a lot of discussion regarding the necessity of three benches and the option to purchase a cheaper product for outside the Director's office. Following discussion it was decided to purchase two benches; an additional one for the youth area and one for replacement outside the Director's office. The total cost of two benches is \$840.00. Shelf Signs- The youth staff has been shifting and re-arranging collections within the last year to accommodate patron use. The total cost for updated signage, including installation is approximately \$400.00. Children's Collection- The materials in the youth department continue to be heavily circulated, especially during the summer months. Total request for children's material is \$2,500.00.

Trustee Papciak moved to approve the capital campaign request for the amended amount of \$3640.00, supported by Trustee Walker. The motion to approve the application for the items discussed was voted on and carried. Trustee Walker still had some concerns on the high costs of the signs. It was also requested again, to have pictures and measurements of items requested on the forms for the Capital Campaign Requests.

**VIII. Policy Review Committee:** Chairman Moore discussed the policy review committee to be chaired by Trustee Walker and consisting of Director Hamrick, Youth Services Assistant Robert Chartrand, and Adult Services Assistant Jessica Goodrich. Chairman Moore reminded Director Hamrick to have all staff look at all policies for recommendations or to create a new policy, if needed. He also 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 view.

**IX. Policy Discussions:**

Policy on Art (Draft): Chairman Moore requested Trustee comments on the draft for policy on art. Several of the Trustees expressed that they would like a factor given to Michigan artists. Additionally, Trustee Papciak suggested that a member from the Michigan Arts Council be asked to serve on the Art Committee. Chairman Moore stated the Draft policy will be changed to include a Michigan Arts Council member will be added on the Library Art Committee. Chairman Moore stated that he would discuss the

changes with Trustee Milliman and have a revised draft available for Board member review at a future date.

Watson Literacy Room Policy: The Watson 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 Papciak suggested that the Steiner Literacy Room Policy be looked at next month. Trustee Walker moved to accept the policy change, seconded by Trustee Papciak. The motion to approve the changes was voted on and carried.

Chairman Moore walked the trail from the Library, across Elmwood Road to Creyts Rd. He stated that it is cement the whole way. He said it is wooded and some of the signs are up and he talked with some of the other walkers who called it “the Library Trail”. He was very impressed and Trustee Moore will check on a timed traffic light for crossing Elmwood in front of the Library for safety reasons. Trustee Walker suggested that he also suggest naming it the Library Trail.

**X. Director’s Report:**

Director Hamrick highlighted several meetings and events. She stated that she has been working with Ryan from Premier Electric and Brett from HTA on the landscaping in front of the Library. She informed the Board that the annual window cleaning had recently been completed. She updated the Board on the newest staff members, Phil Young (IT Clerk), Farhad Ibrahim (Custodian), and Judy Scaggs (Circulation Clerk). Director Hamrick stated that the Library will be losing at least one of the pages, Aaron Wade, who will be attending college at the University of Michigan. The report was reviewed and filed. Some questions were asked about Dress Codes. There is no policy but there is a committee and a manual for this and there have been issues. Also discussed was the Michigan Notable Authors and the May 18<sup>th</sup>. “The Sweetness of Freedom, Stories of Immigrants” book will be discussed and the two authors will be present that evening and one of the men who immigrated here will also be speaking. Director Hamrick also explained the new employee chart, which should be helpful to the Board members and the new employees recently hired.

**XI. Board Member Comments:**

Chairman Moore reminded the Board that Trustee Milliman will conclude his term on the Delta Township District Library Board on June 30. Chairman Moore announced to the Board that Kindle has decided to allow Overdrive. Chairman Moore reminded the Board that these technological changes are something the Board is going to have to keep in mind when it comes to Library operating supplies. Chairman Moore also announced that there is a series of Trustee webinars offered through Foster Swift. He stated that he would get more information out to the Board as it becomes available.

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

Minutes respectfully submitted by Marie Papciak