

# Delta Township District Library

## Board Meeting Minutes

### September 13, 2010

Next meeting: Monday, October 11, 4:15 p.m., Delta Township District Library

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

**II. Roll Call:**

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

Trustees Absent- Carol Walker

Guests Present- Mary Rzepczynski- Assistant Library Director, Keri Litwiller- staff member, JoAnn Grow- Friends of the Delta Township District Library, Diana Yager- Friends of the Delta Township District Library.

**III. Adoption of Minutes:** from meetings of August 9 and August 23. Trustee Milliman moved to approve the minutes of August 9, seconded by Trustee Peruchietti; Trustee Milliman moved to approve the work session minutes of August 23, seconded by Trustee Papciak. The motion to approve the minutes was voted on and carried.

**IV. Treasurer's Report:**

Approval of Bills: Trustee Peruchietti presented the invoices for August 4 through August 18, 2010 in the amount of \$17,019.37 and August 18 through September 8, 2010 in the amount of \$17,544.80. 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.

Establish Millage Rate: Trustee Peruchietti moved that the Delta Township District Library Board establish a millage rate of 1.0 to provide the funds for the operation of the Library for 2011. Further, she moved that the Delta Township District Library Board adopt a budget for 2011 by appropriating \$1,725,941.00 from the Library Fund, seconded by Trustee Milliman. The motion was voted on and carried.

OPEB: Chairman Moore explained that a new study was conducted to determine the amount of money the library should have in reserve for employee retirement health benefits. The recommendation by the consultants, Gabriel, Roeder and Smith, is to increase the liability amount over the next three years to \$40,000.00, \$42,000.00, and \$44,000.00. Per the recommendation Chairman Moore suggested amending the revenue line item appropriation transfers-in (699.000) and expenditures line item OPEB (719.001) 24,000.00 to \$42,327.00. This amendment will establish a budget for 2011 appropriating \$1,725,941.00 from the Library Fund.

**V. Public Appearances:** Ms. JoAnn Grow and Ms. Diane Yager spoke on behalf of the Friends of the Delta Township District Library. Ms. Grow reported that the Friends annual book and bake sale was the best ever making \$3,351.00 over the three-day sale. Additionally, Ms. Yager stated that because of the success of the Friends Bookstore they are discussing having another book and bake sale in February and also having another book drop in April.

**VI. Capital Campaign Requests:** Lighting for star sculpture- LED lights, wiring, installation, programming, and training for lighting of the star sculpture. Total cost for this project is \$7,750.00. Trustee Milliman moved to approve the capital campaign request, seconded by Trustee Weinfeld. Following discussion a role-call vote was conducted indicating the following votes: Trustee Milliman-aye, Trustee Weinfeld-aye, Trustee Papciak-aye, and Trustee Peruchietti-nay. The motion to approve the application was voted on and carried. During the discussion, a concern on spending tax-payer's money properly was expressed. Chairman Moore stated that he would acquire all of the Delta Township competitive bidding policies for board members to review and consider for adoption at a future meeting.

**VII. Policy Discussions:**

Delta Township District Library—Policy—Friends of the Library: Chairman Moore asked Ms Yager to express her opinion on her review of the draft of a cooperative policy between the Delta Township District Library Board and the Friends of the Delta Township District Library. She still had some concerns and because of this, Trustee Peruchietti volunteered to re-write the draft. It will be sent electronically to Ms. Yager and the Library Trustees for the October board meeting. Trustee Papciak showed interest in attending the Friends board meeting.

Steiner Literacy Room: The revised draft policy for reserving the Steiner Literacy Room during the months of June, July, and August was presented to the Board members. Trustee Milliman moved to accept the policy change, seconded by Trustee Weinfeld. The motion to approve the changes was voted on and carried.

**VIII. Director's Report:**

Monthly Report: Assistant Director Rzepczynski presented Director Hamrick's report highlighting the success of summer reading program. Assistant Director Rzepczynski announced that the walkable communities expert was excited about the opportunity to get more people walking to the library. She also discussed the project of finding a sculpture for the lower level and showed a short video on one of the sculpture's being considered. The artists are all from Michigan. She announced the Volunteer Night coming up on Tuesday, September 21<sup>st</sup> for which Adult Services Librarian Tom Moore has assembled a very nice list of organizations coming in from the greater Lansing area. Trustee Moore questioned the computer classes for the fall. He stated that many are already full. Assistant Director Rzepczynski stated that there have been waiting lists for years for these classes. Trustee Moore suggested looking into more classes on this topic. The report was reviewed and filed.

Bi-Monthly Custodian Report: Assistant Director Rzepczynski stated that with new school schedules the average weekly hours for the custodians will increase, which she is pleased about considering the ongoing responsibility of keeping the library clean for staff and patrons.

Trustee Papciak asked again about the lack of shelving in the Women's restroom. She stated she observed recently a patron having to put her paperback books on the wet countertop as she washed her hands. She also suggested Ikea as a source for simple shelving. Chairman Moore asked Assistant Director Rzepczynski to have Director Hamrick check on the status of this project.

**IX. Board Member Comments:** Trustee Weinfeld announced that her daughter is in the Holt-Diamondale Community Theater's production of Brigadoon. Performances are Thursday, September 16 through Saturday, September 18. Trustee Papciak stated that she will be

portraying Laura Smith Haviland on Saturday, September 18 –the Underground Railroad Superintendent from Adrian, MI. Chairman Moore reminded the Board members of the Delta Township Community Awards Reception on October 20 at the Lexington Lansing Hotel. 5:30-8:00p.m.

**X. Adjournment:** The meeting adjourned at 5:50 p.m.

Minutes respectfully submitted by Keri Litwiller and Marie Papciak.