

Albion District Library Board of Trustees
Elsie Munro Room, Albion District Library
Minutes 8.19.14

Present: Pheley, Arndts, Kondelik, Barnes, Kocher, Boyd, Bearman

Also: Cindy Stanczak – Deputy Director
Ann Perrigo
Jim Seidl
Marianne Hartzell-Mika
Jordan Smith

Public Participation: none.

The meeting was called to order at 6:00 pm by President Pheley.

1. Agenda reviewed. Moved Marianne Hartzell-Mika's presentation. Policy work group: tabled Internet Use Policy. Memorial Book Fund was added to New Business.

2. Search Committee.

Arndts reported on recent meetings. Submitted a director candidate list (10 people). Submitted the resumes of the top two candidates. Marianne Hartzell-Mika summarized, requested questions for these two candidates from the board. The interview date will be Saturday, September 6, 1-5pm. This will be an Open Meeting. Arndts noted that two more candidates would be worthy of looking at in a second round, if necessary.

3. 2013 Audit Presentation by Jordan Smith of Abraham & Gaffney, PC. Written Financial Statement was presented. Independent Auditor's report was presented. Barnes moved to accept financial reports. Kondelik 2nd. Passed.

4. Minutes June 17, 2014. Under item 2 should read "minutes from May".

Arndts moved to approve. Kondelik 2nd. Passed.

Minutes from July 15, 2014. Kondelik moved to approve, Barnes 2nd. Passed.

Reports

5. Interim Director Ann Perrigo's report for July-August 2014. (Written).

Suggestion: Start working on a budget for 2015. Establish a budget committee – preferably the treasurer, another board member, and the director. Create as an Ad Hoc committee, eventually change bylaws to make it a Standing Committee. Kondelik moved to create an ad hoc Budget Committee. Arndts 2nd. Motion passed.

6. Deputy Director Cindy Stanczak report July 2014. Also written report on Children's Room and Local History Room.

7. Financial Report: 2 pages. Motion: Defer financial reports until we can establish a special meeting time to process the budget. Barnes moved, Arndts 2nd. Roll call vote:

Barnes, yes; Arndts, yes; Kocher, yes; Kondelik, yes; Bearman, yes; Boyd, yes; Pheley, yes. Passed.

Old Business

8. Update on Investigation.

9. Director Search Update.

Bearman moved to accept recommendations of Search Committee to invite 2 for interview. Kondelik 2nd. Motion passed. September 6, 1-5pm. In the Naomi Lane Room. Open meeting. Cindy will put it on the website, on Facebook, etc. The Annual Report, Strategic Plan, Audit, and 2014 Budget will be given to the two applicants prior to the interview.

10. To be tabled: Financial, Policy, Procedures, Financial Planning reports.

New Business

11. Tabled: Sheridan Twp., so review of Charter can be accomplished. Kondelik suggested consulting previous director Colleen Verge.

12. Sam's Club Card: Cindy Stanczak will craft a letter.

13. Memorial Library Book Fund: Albion Community Foundation. \$1580 offered for books. Cindy Stanczak suggested Children's room use. Bearman moved, Barnes seconded. Passed.

14. Barnes moved to amend the motion to accept the disbursement from ACF for the memorial book fund for the purchase of books. Arndts 2nd. Passed.

15. Kondelik moved to accept the tabled items. Barnes 2nd. Passed.

Barnes moved to adjourn, Kondelik supported. Passed. Adjourned 8:15 pm

Respectfully submitted,
Bearman/smj