

Albion District Library Board of Trustees
Elsie Munro Room, Albion District Library
Minutes 12.09.14

Present: Pheley, Arndts, Barnes (left at 6.45pm for other meeting), Boyd, Bearman, Zblewski (6:10)

Absent: John Kondelik –excused.

Staff: Cindy Stanczak – Interim Director
Ann Perrigo – Interim Director
Seth James – Administrative Assistant

Public Participation: none.

The meeting was called to order at 6:05 pm by President Pheley.

1. Changes to Agenda: Bills added under Financial Statement review.
2. Minutes from November 18 reviewed: Motion to approve minutes with corrections by Arndts, Zblewski 2nd. Passed.
3. Director, Youth Services, and LHR reports reviewed.
4. Statistics reviewed.
5. Position of Library Director: Pheley presented draft contract for Interim Director Stanczak for Board comment.
6. Financial Statement. Bills Paid form reviewed. Discussion and corrections issued. Motion to approve Bills Paid form with corrections from Zblewski, Boyd 2nd. Roll Call Vote: Arndts, yes; Boyd, yes; Zblewski, yes; Barnes, yes; Bearman, yes; Pheley, yes. Passed.

Old Business

7. 2015 Employee Benefits Package. Discussion regarding director vacation, and director's discretion regarding vacation carryover. Motion to approve Employee Benefits Package with corrections and deletions by Bearman. Arndts 2nd. Passed.
8. Budget Reconciliation: Stanczak moved \$80,000.00 from Chemical Bank to Homestead Bank as per board's request.
9. Previous Director: There will be a telephone hearing regarding Karen Kuhn's unemployment. Pheley reports that restitution was received in full from Karen Kuhn.

New Business

10. Policy review. Personnel: Employee Benefits - Discussion regarding policies of doctor evaluation after a return from FMLA. Motion to approve from Zblewski. Arndts 2nd. Passed.

11. Policy review. Library: Budget and Expenditures - Discussion regarding Library Expenditure policy and Director as Purchasing Agent policy. Tabled until next meeting.

12. Brownfield Districts and OPRA. Money potentially lost would be insignificant. Perrigo suggested no contestation.

13. Committees: Facilities, Policy, and Strategic Planning/Millage committees made Ad Hoc.

14. Library Director Contract: Corrections are being made.

15. Next meeting – Stanczak to contact Board members to confirm January 20th.

16. Zblewski moved to adjourn. Pheley supported.

Adjourned 7:58 pm

Respectfully submitted,
Bearman / smj