

Albion District Library Board of Trustees
Elsie Munro Room, Albion District Library
Minutes 9.18.14

Present: Pheley, Arndts, Kondelik, Barnes, Kocher (6:55), Boyd, Bearman

Also: Cindy Stanczak – Deputy Director
Ann Perrigo – Interim Director

Public Participation: none.

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

1. Approval of minutes = Aug 19 meeting: Correction – Boyd was not present for item 7. Sept. 6 Special meeting. Arndts moved, Kondelik 2nd, motion to approve August 19 minutes. Passed. Arndts moved, Kondelik 2nd, motion to approve September 6 meeting. Passed.

2. Reports: Interim director report, Adul/Teen Services report, Youth Services report, Local History Room Report, Financial Report (written) were presented. Statistics: GED – requested to single out numbers (currently part of Program Attendance). Budget review: Barnes moved, Boyd 2nd to accept budget report. Passed. Check Disbursement report: Kondelik moved to accept report, Bearman 2nd. Passed.

Old Business

3. Update on Investigation. Pheley updated Albion City Council last week. Court date will be in the near future. Investigation update. We will be updated on progress.

4. Credit Cards: Cindy Stanczak suggested 1 for in-house purchases, 1 for programming. Cindy will make needed changes and inform board.

5. ADL Director Search options. Re-posting the job with Hartzell-Mika Consulting LLC in 4 to 6 months. Bearman moved, Boyd 2nd. Passed. John Kondelik moved to use interim time to identify Ann Perrigo and Cindy Stanczak as Co-Directors. Arndts 2nd. Motion passed. Ann Perrigo and Cindy Stanczak's contracts will need to be revised to reflect changes.

6. Policy review – staff dress code. New policy proposed. Kondelik moved to accept new proposed policy, Boyd 2nd. Passed.

7. Policy review – internet use policy. Revision of policy to conform to Federal and State Law. Bearman moved to accept changes. Arndts 2nd. Passed.

8. Tabled - Local History Room Mission Statement

9. Strategic Plan: Board needs to review this. It needs updating, and the Co-Directors will do so and also update the action plan.

10. Sheridan Township: Will gather the data on usage, etc., to also inform them of services ADL has for them.

New Business

11. Retirement of our Attorney David Moore at the end of this year.

12. Budget: Budget needed by January 1. Schedule retreat or special meetings to work on a budget. The budget must be with the Strategic Plan in mind. Co-Directors will contact people and send out options for dates.

13. Ad-hoc Budget Committee: The Ad Hoc Budget Committee includes Barnes, others are unknown at this time. President Pheley may try to attend. Motion to establish Ad-hoc budget committee: Boyd moved, Kocher 2nd. Passed.

14. Restructure personnel: Arndts and Kondelik will help participate with Co-Directors.

15. Becky Kocher: Becky Kocher will be moving for a new job next month. She will resign from the library Board position. The City Council will elect a new board member.

Adjourned 8:20 pm

Respectfully submitted,
Bearman/smj