

CHELSEA DISTRICT LIBRARY BOARD OF TRUSTEES
Tuesday, January 15, 2019—6:45 p.m.
McKune Room

AGENDA

- 6:45 Board Meeting**
Welcome and Call to Order
Agenda Review, Additions, and Approval
Oath of Office for Board
- 6:55 Compulsory Segments**
Board Meeting Minutes Approval – December 18, 2018
Closed Session Minutes Approval – December 18, 2018
Approval of the December Operational Checks
Approval of December Financial Reports
Director’s, Strategic Plan, and Friends Reports
- 7:25 Public Comment**
- 7:30 Presentations: Escape Room**
- 7:45 Action Items**
1. Donations
 2. 2018 Board Officers (New officers to continue the meeting)
 3. 2018 Board Committees
 4. 2018 to 2019 Budget Carryover
 5. 2018 Budget Adjustment
- 7:55 Discussion Items**
1. Millage
 2. Patron Appeal 2017-1
 3. Policies
- 8:10 Reports**
Policy Committee
Finance Committee
Personnel Committee
Nominating Committee
Fundraising Committee
- 8:15 Public Comment**
- 8:20 Other Items**
- 8:25 Adjournment**

Public Participation

Meetings held by the Chelsea District Library are for the purpose of conducting library business. A Chelsea District Library meeting is not a “public meeting.” It is a “meeting held in public.” The difference between these two types of meetings is that a public meeting is usually designed for the free flow of information among all in attendance, whereas a meeting held in public is for observation and “Public Input” at specific times on the agenda.

Public Participation at Open Meetings

Meetings held by the Chelsea District Library are for the purpose of conducting library business. Public input is allowed during set times of these meetings and for specific amounts of time.

There are two ways to participate in a Board meeting:

- You may call the Board President or Library Director at least five days in advance of the Board meeting and ask to be placed on the agenda. The Board President or the Library Director shall use their discretion in accepting these requests. The Board decides what agenda items are to be discussed when they formally adopt the agenda at the start of their meeting. Once approved, you will be allowed to make your presentation to the Board.
- You may address the Board during agenda items listed as “Comments from the Public.”

Individuals who are addressing the Board at a Board Meeting must state their name and the name of the organization or group they are representing, if that is the case.

Board members may question speakers, but the Board will not enter into debate or conversation during this portion of the meeting. In general, issues are referred to the Director for investigation, study and recommendation, designation as a future agenda item, or answered through written communication.

Action Item #4

Chelsea District Library
Board of Trustees

Library Board Fact Sheet January 15, 2019 Meeting

Budget Carry-Over from 2018 to 2019

Action:

That the Board approves the following budget adjustments to the 2019 budget:

Amount	From	To	Reason
\$13,000.00	701.100 (Wages)	850.311 (Hotspots)	Hotspot line didn't roll up correctly, leaving it not properly funded.
Total:	\$13,000.00		

Anne Merkel, Board Secretary

Date

Action Item #5

Chelsea District Library
Board of Trustees

Library Board Fact Sheet January 15, 2019 Meeting

Final 2018 Budget Adjustments

Action:

That the Board approves the following budget adjustments to the 2018 budget:

Amount	From	To	Reason
\$1,100.00	920.200 (Gas)	980.100 (Cap Furn/Equip)	Linda got a bill earlier than expected in 2018 instead of 2019

Total: \$1,100.00

Anne Merkel, Board Secretary

Date

Discussion Item #3

Chelsea District Library
Board of Trustees

Library Board Fact Sheet January 15, 2019 Meeting

Policies

Background:

The Policy Committee has reviewed and prepared changes where necessary to four policies (111: Ethics Statement for Public Library Trustees, 130: Policy Approval, 210: Refund Policy, and 555 Credit Card Policy) for the board's review. These will move to Action in February, following the board's recommendations.

Chelsea District Library Policy and Procedure

Policy Section 1: Governance
Board Adopted Date: April 23, 2002
Committee Review May 2012

Subject: 111 Ethics Statement for Public Library Trustees

Trustees shall observe ethical standards with absolute truth, integrity and honor.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

It is incumbent upon any trustee to disqualify himself-herself whenever the appearance of a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A trustee must respect the confidential nature of library business while being aware and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept library board responsibilities are expected to perform all the functions of library trustees.

7/17/2012

Secretary

Date

**Chelsea District Library
Policy and Procedure**

Policy Section: **1. Governance**
Board Adopted Date: **June 16, 1998**
Board Revision Date: **October 16, 2001**
Committee Review Date: **May 2012**

Subject: **130. Policy Approval**

Background:

The Board of the Chelsea District Library has charged the Policy Committee ~~for~~ **with** preparing and submitting to the board, general library ~~policies~~ and ~~for~~ human resources policies.

Library ~~P~~ **policies** must be approved by the Board of Trustees. The Policy Committee is formed to review and prepare policies before they come to the Board for approval.

Procedure:

The Policy Committee is composed of board members along with the Library Director. The Policy Committee meets regularly with the Director to review existing policies and ~~to draft~~ **of new policies.**

The Policy Committee will review all policies for content and intent and present them to the board ~~when ready~~ **with committee recommendations.** The committee will function by consensus or, if necessary, a majority vote of the committee will deem policy ready to submit to the full board.

Policies that are approved by the Policy Committee will be reproduced and distributed with the board member packets for discussion at Board meeting. Board members are expected to carefully review policy contents and be prepared with questions for the Committee.

Personnel Responsible

Policy Committee, Board President and the Library Director.

_____ **J. Miller**

Janis Miller, _____ Secretary

7/17/2012

_____ Date

Chelsea District Library Policy and Procedure

Policy Section 2: Circulation
Board Approval Date: **September 18, 2012**
Committee Review Date: **June 2012**

Subject: 210 Refund Policy

Background:

A replacement fee is assessed for all lost library material. It may not be the exact cost of the material; older material may cost more to replace than what it originally cost to purchase. Fees ~~may also~~ **will** include processing costs. Patrons often find the lost material after they have paid for it.

Policy:

A refund will be issued to the patron if material that has been lost and paid for is returned within 30 days of being marked lost, and before the item has been ordered for replacement.

~~If material that has been lost and paid for is returned before the item has been ordered for replacement, and within 45 30 days of being marked lost, a refund will be issued to the patron.~~

The item must be in useable condition. Refunds will not be issued for **items stamped withdrawn**. ~~Overdue fines will be deducted from the refund. A \$5.00 processing fee will be deducted from the refund.~~

Personnel Responsible:

Head of Circulation

Anne Merkel, Secretary

Date

Chelsea District Library Policy Statement

Policy Section 5: Budget & Finance
Board Approval Date: 1/8/10; 6/20/17
Board review and Revision: 2017; 2018

Subject: 555 Credit Card Policy

Background:

The Library occasionally has need of a credit card to take advantage of online (Internet) purchasing or local vendor purchasing where we don't have accounts.

Guidelines for Practice:

Authorized card users are the director, all department heads, and other staff as designated by the director or department heads.

A completed purchase order (PO) or credit card authorization form is required before a credit card can be used.

Procedure:

1. Authorized users ~~who are not budget signatories must present~~ a PO or Authorization Form (AF) to their department head for signature; ~~if user is department head, director's signature is required.~~
2. In general, a PO should be used for recurring orders or where a single order is being placed. An Authorization Form (AF) should be used for purchases where no prior or online order is placed, such as meals at a restaurant or a purchase at a local store.
3. Once a PO or AF has been signed by the department head, the credit card can be retrieved by staff having authority to access the safe.
4. A check-in/out sheet will be ~~attached to~~ in the credit card envelope. ~~Staff person using a card will sign, date and record the appropriate PO or AF# on this sheet at check-out; and record the purchase amount on at check-in.~~
5. ~~The Card~~ card should be checked-in as soon as possible after an order is placed or an item is picked up. If a user will have the card in ~~their~~ his or her possession overnight or over a weekend, this must be noted that on the sheet. Otherwise ~~the card needs to~~ must be checked-in at the end of each business day.
6. If item(s) ~~is are~~ ordered online, the user must print a copy of the order confirmation and attach it to the PO or AF.
7. Once item(s) are received, order confirmation, packing slip, receipts/invoices are to be attached to the PO/AF and put in the "Credit Card Charges" folder in the bookkeeper's box for payment.

8. If an item is NOT received by the time payment is due on the credit card, the bookkeeper will request a copy of the order confirmation to complete payment. ~~Submit~~ The rest of the paperwork must be submitted to the bookkeeper once the item is received.

Janice L. Carr, Board Secretary

6-20-2017