

Approved Minutes

March 24, 2015

5:30 p.m. to 6:00 p.m.

Tecumseh District Library

The meeting was called to order at 5:30 p.m. by President Jay Samelak.

Roll call was taken. Trustees in attendance were Deb Lawson, Stan Legenc, Matt Linke, Jane Poczatek and Jay Samelak. Trustees Chuck Gehrke and Carolyn Feldkamp were excused. Also present were Gayle Hazelbaker, Library Director; and Debbie Gilbey, Administrative Assistant.

### **Approval of the Agenda**

President Jay Samelak requested that the Resolution to Change Percentage of Fund Balance be removed from Old Business as this item was completed at the last meeting.

**Motion:** Stan Legenc moved and Deb Lawson seconded that the agenda be approved as amended. The motion passed unanimously.

**Public Comment: Agenda Items:** none

**Minutes from February 17, 2015** (see attached)

**Motion:** Stan Legenc moved to accept the February 17, 2015 minutes as presented. Jane Poczatek seconded the motion and it passed unanimously.

**Treasurer's Report** (see attached)

Deb Lawson, treasurer, reviewed the Treasurer's report.

**Motion:** Jane Poczatek moved to accept the Treasurer's report as presented. The motion was seconded by Deb Lawson and it passed unanimously.

### **Consent Agenda**

Trustee Jane Poczatek asked that we add the Fund Development Minutes to New Business and Vice President Stan Legenc requested that the Programming Minutes also be moved to New Business on the agenda.

**Motion:** Deb Lawson moved that Consent Agenda be approved as amended. Matt Linke seconded the motion and it passed unanimously.

## **Friends' Report:**

Gayle Hazelbaker reported that the Friends' treasury balance is approximately \$8,000.00. They made \$553.00 at their March Book Sale. They are excited for their Murder Mystery Night on April 18<sup>th</sup>. They will meet at the United Methodist Church on Bishop Reed Dr. during the renovation.

**Director's Report** (see attached) Gayle added to her report that:

- Clegg Electric finished installing the replacement fixtures for the outside lights.
- She hired Maria Kline to fill the position vacated by Lisa Davis. Maria's first day will be April 6<sup>th</sup>.
- A man came to look at the roof. He said there is so much dirt, debris and ice that he couldn't do anything and recommends contacting the original roofers because there may be some warranty. For now the leaking has stopped.

## **Old Business:**

### **Construction phasing – Basement Renovations**

Gayle Hazelbaker reported that the architect didn't get the changes for a phased approach back in time to get pricing from the builder. The first phase will include the new egress and the installation of the beam for the room divider as expected. Stan Legenc asked Deb Lawson if they were any closer on knowing if the library has enough money to fund 1/3 of the total cost of the renovation. Deb said she has been working on the numbers and is hopeful but still has some work to do.

## **New Business:**

### **Fund Development** (See Attached)

Jane Poczatek and Deb Lawson went to the Hatcher Library at UofM to research the Weather Wax Foundation and the Herrick Foundation and believe that both would be a good fit for TDL.

### **Programming Minutes** (See Attached)

Stan Legenc had some questions regarding the minutes and Gayle Hazelbaker clarified them.

### **State of the Library Report** (See Attached)

Gayle Hazelbaker presented the State of the Library report, commenting that things are going well and the Strategic Plan is the guide.

**Self Check Out System:**

Gayle has researched the various options for a self check out system and believes that the 3M system is the best fit for the library since we use the 3M security at Circulation. However, it is costly and she feels it would be better to include it in the 2015-2016 budget. Deb Lawson suggested that it be included in the grant proposals for Phase II of the Basement Renovation project.

**Public Comment Re: Non Agenda Items:** none

**Good of the Order:**

Stan Legenc shared a humorous library-related cartoon and a newspaper article about a Tecumseh author whose book is well received.

**Adjournment:** Matt Linke moved and Stan Legenc seconded to adjourn the meeting. The motion passed unanimously. Meeting adjourned at 6:00 p.m.

Respectfully submitted,

Debbie Gilbey, Administrative Assistant

Next meeting: April 28, 2015 at 5:30 p.m.

Approved April 28, 2014