

Approved Minutes

October 20, 2015

5:34 PM- 7:13 PM

Tecumseh District Library

President Stan Legenc called the meeting to order at 5:34 PM. Roll call was taken by Secretary Carolyn Feldkamp. Trustees in attendance were Carolyn Feldkamp, Deb Lawson, Stan Legenc, and Jane Poczatek. Trustee Matt Linke was unable to attend due to work conflicts.

Others in attendance were Director Gayle Hazelbaker, new trustee Carma Roesch, and guest Judy Prater.

### **Approval of the Agenda**

It was noted that Building and Grounds needed to be added to the agenda. **Motion:** Jane Poczatek moved that the agenda be approved as amended. The motion was seconded by Deb Lawson and it passed.

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

**Minutes from the September 15, 2015 Meeting:** (see attached)

Two corrections were notes: 1. on page 1 under Minutes from the July 28<sup>th</sup> Meeting “bee/ been” and on page 2 under Board Retreat “old/hold” **Motion:** Jane Poczatek moved and Deb Lawson seconded that the minutes from September 15, 2015 be approved as amended. The motion passed.

**Treasurer’s Report/ Investment Report** (see attached)

Treasurer Deb Lawson presented the Annual Investment Report to fellow trustees and others in attendance. She explained the purposes of and constraints on each of the Endowment Funds. She drew attention to current ratios which had changed- some going up and others going down. She quoted Ric<sup>k</sup> Edelman who had recently stated that investments have been making a comeback in the third quarter offsetting losses experienced earlier in the year so “not to worry.” **Motion:** A motion was made by Carolyn Feldkamp to accept the Treasurer’s Report as presented. The motion was seconded by Jane Poczatek and it passed unanimously.

There was some discussion of the history, value, and amount of contributors to the Lenawee County Foundation.

**Consent Agenda:** (see attached)

**Motion:** Jane Poczatek moved that the motion to add the Building and Grounds report to the agenda be amended to include the Technology report as well and discuss each element of the Consent Agenda. The motion was seconded by Deb Lawson and it passed. Each report in the Consent Agenda was reviewed orally by committee chairs for the benefit of our guests' understanding. An opportunity for questions was extended.

### **Friends' Report**

Director Gayle Hazelbaker reported that Trustees Feldkamp and Poczatek treated the Friends to seasonal cookies and cider at their meeting held on October 12<sup>th</sup>. National Friends of the Library Week is the week of October 19<sup>th</sup>. The Friends were happy that the recent book sale was successful netting them \$800.00. This sum is in addition to the \$10,103.95 balance on hand as of September 30, 2015. The membership is busy planning activities for the next fiscal year as well as filling vacancies for the offices of Treasurer and Secretary. Director Hazelbaker requested that the Friends gift the library a sum of \$5,000 for the purpose of updating the public access computers. After some discussion it was decided that the group would be able to part with \$2,000 right away but would have to take time to assess how funds from the different funding categories could be reorganized to accommodate the remaining \$3,000 requested.

### **Director's Report** (see attached)

'Gayle elaborated on a few points already mentioned in her report. Most of the responses she received seeking people interested in becoming our next trustee came from the advertisement in the e-newsletter. She has met with Chris Lane from Krieghoff Lenawee and the architect for the renovation for the purpose of dividing Phase II into two sub phases. Phase II will now include only Meeting Room A, the hallway, the staff room, and any accommodations needed to upgrade technology. Phase III will include renovations to Meeting Room B, the new restroom, the small area formerly known as the Board Room, and the safe room near the new egress.

### **Old Business**

- Trustee Retreat (see attached)

Plans for the retreat to be held on November 21, 2015 from 9:30- 2 PM were reviewed.

### **New Business**

-Vice President Selection-

President Legenc read a communication from the Nominating Committee recommending that Trustee Jane Poczatek fill the vacant position of Vice President for the remainder of the calendar year. **Motion:** It was moved by Deb Lawson and seconded by Carolyn Feldkamp that the position of Vice President be filled by Jane Poczatek for the remainder of the 2015 calendar year. The motion passed unanimously.

-Financial Report- (see attached)

Deb Lawson explained the document she had prepared entitled "Taken from the GASB Statement 54" For the benefit of all, she explained the fund categories recognized and reported in the budget. This was constructed so trustees and director would have a better understanding of how much money would be available to spend on the renovation project if grant seeking is not successful. Using a thorough understandable approach, she was able to make it clear the library has \$434,753 (unanticipated future expenditures) at our disposal if necessary.

-Trustee Vacancy

Four people have expressed an interest in the trustee position vacated by Jay Samelak. They have received packets of information describing the responsibilities of being a trustee and had an initial interview with our director. One person backed out saying her efforts might be better served as a Friend of the Library. Discussion of the trustee vacancy will be an agenda item in November.

-Swearing in of New Trustee-

President Legenc administered the Oath of Office to Carma Roesch. Welcome, Carma! Thank you for agreeing to serve the library community in the capacity of Library Board trustee! Gayle Hazelbaker will contact new trustee Roesch soon to introduce her to staff, give her the Trustee Manual, the Policy Manual, and a key to the building.

**Public Comment: re: Non- Agenda Items:** none

**Good of the Order-** none

**Adjournment:** It was moved and seconded by Deb Lawson and Carolyn Feldkamp to adjourn the meeting. Meeting adjourned at 7:13 PM.

Respectfully submitted,

Carolyn Feldkamp

Secretary

Approved November 17, 2015