

Approved Minutes

September 15, 2015

5:35 PM to 7:30 PM

Tecumseh District Library

Vice –President Stan Legenc called the meeting to order at 5:35 PM. Trustees in attendance were Carolyn Feldkamp, Deb Lawson, Stan Legenc, Matt Linke and Jane Poczatek. Trustees Chuck Gehrke and Jay Samelak were absent although Trustee Samelak arrived later.

Also in attendance were Director Gayle Hazelbaker and Alan Panter from the auditing firm Abraham &Gafney, Inc.

### **Approval of the Agenda**

Minutes from the Committee of the Whole meeting and the Special Board meeting both held on August 4, 2015, were added to the agenda. **Motion:** Matt Linke moved that the agenda be approved with added agenda items. Deb Lawson seconded the motion and it passed unanimously.

### **Presentation by Alan Panter, Auditor:** (materials attached)

Once again Alan Panter reported to our Board that the audit for the last fiscal year had gone well. He thanked Ms. Hazelbaker for being well prepared and appreciative of the degree of readiness that was displayed. He explained the purpose of the audit was to give a view of the financial picture of our institution not to detect fraud. He walked the Board through several pages of the audit report (see attached). He zeroed in to \$2,576,966 of discretionary funds located on the Balance Sheet saying we are much higher than the 25% recommended amount. He encouraged the Board to spend some of it. Once again we have earned an unmodified clean account- the best it could earn. Opportunity was given to ask questions. Mr. Panter was thanked by Board members and Ms. Hazelbaker at the end of his presentation.

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

### **Minutes from the July 28, 2015 Meeting** (see attached)

There was one correction. In the first paragraph Jane Poczatek's name had been misspelled. **Motion:** Deb Lawson moved to accept the minutes from the July 28, 2015 meeting with noted change. Jane Poczatek seconded the motion and it passed.

### **Minutes from the Committee of the Whole Meeting: August 4, 2015** (see attached)

**Motion:** Jane Poczatek moved and Deb Lawson seconded to approve the minutes and the motion passed.

**Minutes from the Special Meeting: August 4, 2015** (see attached)

**Motion:** Matt Linke moved to approve the minutes from the Special Meeting. The motion was seconded by Deb Lawson and it passed.

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

Deb Lawson, Treasurer, reported that she is working on the Investment Report and there will be a Finance Committee meeting soon. **Motion:** Carolyn Feldkamp moved that the Treasurer's Report be approved as presented. The motion was seconded by Matt Linke and it passed.

**Consent Agenda: Motion:** Deb Lawson moved to accept the Consent Agenda. Jane Poczatek seconded the motion and it passed.

**Friends' Report:** (see attached)

Jane Poczatek and Gayle Hazelbaker had attended the meeting and reported to the Board.

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

Krighoff Lenawee will be putting a sidewalk into the SE corner of the landscaping bed to accommodate people who walk through that way to the parking lot.

**Old Business:** none

**New Business:**

-TDL Resignations (see attached) Letters of resignation were read by Secretary Carolyn Feldkamp. Trustees Chuck Gehrke and Jay Samelak are resigning the Board. **Motion:** Matt Linke moved to accept Chuck Gehrke's resignation and Stan Legenc seconded the motion. It passed. **Motion:** Matt Linke moved and Carolyn Feldkamp seconded to accept Jay Samelak's resignation. The motion passed. Stan Legenc will become President of the Board. He thanked Jay for his years of service and professional leadership during his tenure.

-TDL Representative for Woodlands Cooperative- Tecumseh District Library's turn has come and Jane Poczatek has graciously offered to serve as our representative on the Woodlands Board. These meetings are held in Albion every other month beginning in September. Her tenure is a 3 year commitment so thanks very much, Jane!

-Board Retreat- Stan Legenc will explore the possibility to hold our retreat at the Fire Station or City Hall. Possible dates are November 7<sup>th</sup> and November 21<sup>st</sup>.

-Town Hall Meeting for Renovation- **Motion:** A motion to hold a Town Hall Meeting on October 7<sup>th</sup>, at 6:30 PM

was made by Jane Poczatek and seconded by Deb Lawson. The motion passed. The purpose of the meeting will be to explain the Lower Level Renovation project and answer questions from the public. All trustees should be in attendance for this important meeting.

- Event to Thank Donors - An event is being planned for the dual purposes of thanking our donors for their generosity through the past year and unveiling the glass etchings which will recognize donors of \$1,000 or more. It will also be an opportunity for attendees to see the progress of Phase I of the Lower Level Renovation. It is being planned for January 23, 2016. An ad hoc committee will be appointed by the president.

-Personnel and Internet Policies- (see attached)

Two policies were brought to the attention of the Board by Ms. Hazelbaker for revision. **Motion:** Jane Poczatek moved to accept the suggested revisions to Policy P-14 Dress Code. It was seconded by Carolyn Feldkamp and passed unanimously.

**Motion:** A motion to accept the suggested change to Policy P-15 Breaks was made by Carolyn Feldkamp and seconded by Deb Lawson. It passed.

-Budget Revisions- (see attached)

Director Hazelbaker explained necessary changes to the budget due to increased revenues through penal fines and the Garden Fund. There were also unanticipated increases in Professional Services on the expense side. **Motion:** Matt Linke moved that we accept the budget revisions as explained. Jay Samelak supported the motion and it passed unanimously.

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

**Good of the Order-** Carolyn Feldkamp had written a letter of appreciation for the friendly professional service that Gayle and her staff provide the community. ( see attached) Before she submitted it to the Tecumseh Herald for publication, she asked the trustees to preview it.

Jay Samelak moved the meeting be adjourned. The meeting adjourned at 7:30 PM.

Next meeting will be October 20, 2015 at 5:30 PM.

Respectfully submitted,

Carolyn Feldkamp.

Secretary

Approved October 20, 2015