

Approved Minutes

February 17, 2015

5:30 PM to 7:20 PM

Tecumseh District Library

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

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

Public Comment: Agenda Items: none

Presentation – Mike Nicklowitz of Adrian Design Group

Mr. Nicklowitz presented updated plans for the basement renovation. He indicated that they are now ready for planning review, however can still be changed if necessary. He reviewed the drawings and some minor changes were needed. Mr. Nicklowitz also brought with him and reviewed the finish board of colors and materials to be used in the design. He left the finish board and drawings with Gayle.

Trustees and Ms. Hazelbaker thanked Mr. Nicklowitz for his time and commitment.

Approval of the Agenda

President Samelak asked that we add Michigan Municipal League Workshops to New Business on the agenda. **Motion:** Deb Lawson moved and Stan Legenc seconded that the agenda be approved as amended. The motion passed unanimously.

Treasurer's Report (see attached)

Deb Lawson, treasurer, reviewed the semi-annual report of investments of library funds. She pointed out a typo on the last line of the report: UNB should be ONB.

Deb also highlighted item number 4 of her report related to funds that could be directed toward basement renovations. ONB Bankers Mr. McCarrell and Mr. Donor mentioned using bonds that mature in 2015 and 2016 as sources of funds. Deb identified three potential sources of funding for the renovation: investment earnings, grants, and public campaign donations. She voiced her concern over going to the public to ask for more money after just renewing and increasing the millage and suggested that we ask the architect/builders to do the renovation project in phases. If the library funds the first and most costly phase, the new egress at the front of the building, this could go a long way to building goodwill within the community.

Matt Linke suggested the possibility of looking at it as a matching opportunity. Gayle Hazelbaker will contact Chris Lane to get pricing for completing the egress, the beam for the moveable partition and the sump pump for the egress. At this time a more accurate estimate of the cost of the project is needed in order to make any decisions.

Motion: Matt Linke moved to accept the Treasurer's report as amended. The motion was seconded by Stan Legenc and it passed unanimously.

Minutes from January 20, 2015 (see attached)

One correction was noted: In the second line under **Presentation**, change "that" to "than."

Motion: Stan Legenc moved to accept the January 20, 2015 minutes as amended. Deb Lawson seconded the motion and it passed unanimously.

Consent Agenda

Motion: Stan Legenc moved that Consent Agenda be approved as presented. Deb Lawson seconded the motion and it passed unanimously.

Friends' Report:

Gayle Hazelbaker reported that the Friends are looking for new ways to raise money for the library in anticipation of the basement renovation. They are planning to have a Halloween costume sale in August. They have also scheduled a Murder Mystery evening for April 18th. Registration is required and you can sign up at the Information desk. Heather Burdick is the contact for this event. The balance in their treasury as of January 31, 2015 was \$6,882.07.

Director's Report (see attached) Gayle had nothing to add to the report. Jay Samelak asked for clarification of the software issue. Gayle explained that we had installed Deep Freeze on the public access computers. This program restores the computers to the desired settings upon shutting them down every evening, removing files, and settings that patrons may have made during the day. Selective Data came in and were able to resolve the lingering issues. Stan asked if she was referring to the computers with "Out of Order" signs on them. Gayle explained that those computers have other issues that require them to be taken out for repair.

Old Business:

By Laws Revision- 2nd Reading

Article II Section 3 will read "Each elected trustee shall serve a term of four (4) years to commence at the first regularly held Board meeting in January (the annual meeting) and to conclude at the last regularly held Board meeting in December four years later. Trustee terms are staggered so that every two years either three or four trustee positions are filled."

Motion: President, Jay Samelak passed the gavel to Vice President, Stan Legenc , and moved that By Laws Article II, Section 3 be revised as read. Matt Linke seconded the motion.

There was no further discussion. A roll call vote was taken with Deb Lawson, Stan Legenc, Matt Linke, and Jay Samelak voting Aye. There were 0 Nays and 0 abstaining. The motion was passed unanimously.

Basement Renovations

Jay asked if there was any further discussion on this topic. Matt asked if the drawings would be available for review for the Trustees. Gayle will have them in her office and they will be clearly marked with the dates. Deb commented that money was just spent to replace the flooring in the corridor of the basement. Do we really need to replace it? Matt commented that it was bad timing. The floor had to be replaced because of the hazard. Stan said that it should be replaced in order to keep with the new design/décor. He also suggested that if they do decide to complete the renovation in phases, that they should try to spread the cost evenly where possible.

Policy F-10 Revision

Motion: Stan Legenc made a motion to adopt the 6th Draft of the Policy F-10 revision as presented. Deb Lawson seconded the motion and it was approved unanimously.

The Resolution to assign a portion of our fund balance (5th draft) was reviewed and a roll-call vote was taken. The resolution was adopted unanimously (see attached).

Meeting Date for Calendar Year

Gayle reported that Stair Public Library agreed to change their meeting date to accommodate her schedule. The date needs to be changed so that Trustee, Chuck Gehrke is available to attend.

Motion: Matt Linke made a motion to change the monthly Board of Trustees meeting to the 4th Tuesday of the month beginning in March 2015, through the remainder of the fiscal year. Deb Lawson seconded the motion and it was approved unanimously.

New Business:

Staff Development Day: Gayle requested that the library be closed on Friday, May 8, 2015 for Staff Development Day. Stan asked if we have presenters to come in. Gayle explained that the committee has decided that the theme for the day will be preparedness and is looking into Alice training, CPR refresher among other topics. They are working on a plan for the day.

Motion: Stan Legenc moved that the library be closed on Friday, May 8, 2015 for Staff Development Day. Matt Linke seconded the motion and it was approved unanimously.

Michigan Municipal League Workshop: The City of Tecumseh is hosting 2 workshops, Parliamentary Procedure and Freedom of Information/Open Meeting Acts. Jay sent out details of the workshops to all the trustees. He recommends that trustees sign up for the Parliamentary Procedure Workshop.

Public Comment Re: Non Agenda Items: none

Good of the Order:

Stan Legenc shared an article on library programs with the group.

Adjournment: Stan Legenc moved and Deb Lawson seconded to adjourn the meeting. The motion passed unanimously. Meeting adjourned at 7:20 PM.

Respectfully submitted,

Debbie Gilbey, Administrative Assistant

Next meeting: March 24, 2015

Approved March 24, 2015