

Approved Minutes

January 20, 2015

5:37 PM to 7:40 PM

Tecumseh District Library

The meeting was called to order at 5:37 PM by President Jay Samelak.

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

### **Approval of the Agenda**

President Samelak asked that we add Election of Officers as Item Number 5 on the agenda and Meeting Dates and Times as an item under New Business. **Motion:** Stan Legenc moved and Matt Linke seconded that the agenda be approved as amended. The motion passed unanimously.

**Public Comment: Agenda Items:** none

### **Presentation – Mike Nicklowitz of Adrian Design Group**

Mr. Nicklowitz presented updated plans for the basement renovation. He highlighted an added barrier free bathroom and a smaller kitchenette than was in an earlier plan. He also noted new closet space that was added as a request from the staff. He explained ideas to update the staff workroom. He went into some detail as to how the ceilings in each space would be improved, how the partition in Meeting Room A would work, and how the posts would be camouflaged with PVC piping. Trustees were given an opportunity to ask questions. Discussion centered on planned counter space, and improved AV and technological advances.

Details of Preliminary Estimates from Kriegoff Lenawee (see attached) were discussed.

Trustees and Ms. Hazelbaker thanked Mr. Nicklowitz for his time and commitment. Expressions of anticipated excitement were voiced by all.

### **Minutes from December 9, 2014** (see attached)

One correction was noted: Next meeting at end of report should be January 20, 2015 not January 22<sup>nd</sup>. **Motion:** Stan Legenc moved to accept the December 9, 2014 minutes as amended. Deb Lawson seconded the motion and it passed unanimously.

## **Election of Officers**

Jay Samelak asked if there were any nominations from the floor for offices of president, vice-president, treasurer, and secretary. There were none. A roll call vote was taken and the results were unanimous. Officers for the 2015-16 calendar year will be President- Jay Samelak, Vice-President- Stan Legenc, Treasurer- Deb Lawson, and Secretary- Carolyn Feldkamp.

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

Deb Lawson, treasurer, highlighted items number 3 and 4 of her report. The attached sheets explain the definition of types of funds required by GASB Statement 54 and noted which of our funds are in each of the classifications of GASB. Discussion centered on policy F-10 and the recommendation from the Finance Committee to consider changing the percentage of the unassigned fund balance from 37% to 25% (as recommended by our auditor). **Motion:** Jane Poczatek moved that we place the resolution to assign a portion of our fund balance to February's meeting. The motion was seconded by Deb Lawson and it passed unanimously.

Deb then explained the difference between Policy F-10 drafts 5 and 6. In draft 6 part II she has specifically listed each of the funds in the component it resides. An example is Nonspendable fund balance (inherently nonspendable- Book Endowment fund principal). Policy F- 10 Draft 6 will be discussed further at next month's meeting.

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

## **Consent Agenda**

Jane Poczatek asked that the Fund Development report be pulled from the Consent Agenda.

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

**Fund Development Report:** (see attached) Jane Poczatek highlighted parts of the report which explained ideas the committee had to recognize donors and ways the group is working with the Marketing Committee to generate donors for AV equipment, furniture, etc. for the renovation. She said efforts are underway to recognize donors for the 2015 calendar year.

**Motion:** Deb Lawson moved to accept the Fund Development Report as presented. Stan Legenc seconded the motion and it passed unanimously.

## **Friend's Report:**

Gayle Hazelbaker reported that the Friends elected new officers at their January meeting. Eric Burdick and Mary Ann Bone will share the responsibilities of president. Kristen Ingraham will remain and secretary and Judy Prater will continue as treasurer of the group. The balance in their treasury as of December 31, 2014 was \$6,361.77.

**Director's Report** (see attached) Gayle noted the install date for the new shelving in the children's area will be February 16<sup>th</sup>, 2015.

**Old Business:**

By Law Revision- 1<sup>st</sup> 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."

A move to approve vote will take place at next month's meeting.

**New Business:**

Committee Assignments- President Samelak stated that there would be no changes to committee membership because each committee seemed to be working fine. Carolyn Feldkamp asked to join the Building and Grounds Committee and that request was granted.

Materials and Circulation Policies: Gayle Hazelbaker stated there were no recommended changes at this time.

Meeting Date and Times: It was not possible to change the meeting dates at this time. This item is tabled until next month.

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

**Good of the Order:**

It was decided to send a floral arrangement to honor the memory of former Board Trustee Nancy Smith who recently passed away. Nancy, whose efforts as "one of the Founding Mothers" will always be appreciated. She was a tireless worker and a true champion to Tecumseh District Library.

**Adjournment:** Deb Lawson moved and Matt Linke seconded to adjourn the meeting. The motion passed unanimously. Meeting adjourned at 7:40 PM.

Respectfully submitted,

Carolyn Feldkamp, Secretary

Next meeting: February 17, 2015

Approved January 20, 2015