

Approved Minutes

November 17, 2015

5:34 PM- 7:00 PM

Tecumseh District Library

President Stan Legenc called the meeting to order at 5:34 PM. Roll call was taken. Trustees present were Carolyn Feldkamp, Deb Lawson, Stan Legenc, Carma Roesch, and Jane Poczatek, Trustee Matt Linke arrived a few minutes later. Also present was Library Director Gayle Hazelbaker.

### **Approval of the Agenda**

**Motion:** Deb Lawson moved to accept the agenda as presented. The motion was seconded by Jane Poczatek and it passed.

**Public Comment: Agenda Items:** none

### **Minutes from the October 20, 2015 Meeting** (see attached)

One correction was noted. Under the Treasurer's Report, Ric Edelman's first name was spelled incorrectly. **Motion:** Deb Lawson moved to accept the minutes from the October 20, 2015 meeting as amended. Carma Roesch seconded the motion and it passed.

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

Debbie reiterated information gleaned from her discussion with Tom McCarrell from ONB regarding her questions about the feasibility to use Endowment or Money Market funds to help finance the renovation if necessary. Once we decide if we need to tap into the Herrick Endowment and propose an amount, Tom will manage the best way to sell and realign our portfolio.

Other questions answered dealt with when do we receive monies from the Book Endowment that exceed \$150,000? The answer is January. And when looking at the Statement of Expenses and Revenues prepared by Masters Accounting Firm, is the percentage based on a yearly or fiscal basis? The answer is fiscal year.

**Motion:** Jane Poczatek moved and Carolyn Feldkamp seconded to accept the Treasurer's report as presented. The motion passed.

### **Consent Agenda** (see attached)

**Motion:** Carolyn Feldkamp moved to take out the Fund Development and Marketing Reports for further review. The motion was seconded by Deb Lawson and it passed.

**Motion:** A motion was made to accept the remaining parts of the Consent Agenda as presented by Carolyn Feldkamp. It was seconded by Deb Lawson and passed.

Committee chairperson Jane Poczatek explained the process that has been accomplished thus far in obtaining grant monies for the renovation project. The Herrick Foundation has been in touch and our request will be considered at their December meeting. A letter has recently been sent as an initial contact to Melissa Sage from the Sage Foundation. A reply has not been received. Second tier granting sources will be contacted soon. Trustee Poczatek remains hopeful that we will be receiving news soon from the Herrick and Sage Foundations.

A point of information regarding the Marketing Report was clarified. **Motion:** Deb Lawson moved that the Fund Development and Marketing Reports be accepted as presented. Carma Roesch seconded the motion and it passed.

### **Friends' Report**

The Friends have \$8,837.78 in their treasury as of September 20, 2015. They voted to give \$3,000 of these funds to the library to help in the purchase of new public access computers. A recent book sale netted them \$316.00. They are considering several options for fund raising and voted to purchase bags which advertize their group as a way to add to their coffers. They will vote on two persons to fill the roles of Treasurer and Secretary at the December meeting. They are happy and comfortable in their new accommodations at the TDL Administrative Building across the street.

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

Gayle added a few items to her report. One more person has contacted her in regard to the trustee position. This person is interested in learning more about how the board works and might attend a meeting in the near future. Gayle will add her name to the list of potential trustees in the event another vacancy occurs.

Chris Lane from Krieghoff Lenawee met with Gayle and told her plans for the new Phase II have been finalized. He will be meeting with the subcontractors and report to her about estimates for the time line and pricing. Gayle will also be meeting with the architect about what will be needed to ensure technology needs are met.

Discussion then centered on how we can continue moving forward with the project, being able to pay for it when we have not been able to secure grant funding. It was decided to use available funds (unanticipated future expenditures). **Motion:** Jane Poczatek moved that TDL begin Phase II of the lower level renovation project and earmark funds from TDL up to \$200,000 to be paid out according to percentage of the completion of the project. The motion was seconded by Matt Linke and it passed unanimously.

### **Old Business**

-Trustee Vacancy- Board members discussed desirable attributes of potential trustees. At this time it is important that trustees new to the Board have an understanding of finances. It is a

bonus if someone from the Friends' group is interested in becoming a library trustee. Procedures used in the past were reviewed and it was determined that in order to be transparent and consistent, interviewing practices will be: 1. The director will pass out necessary information to acquaint possible candidates to the position. 2. She and a board member will have an initial interview with potential candidates. 3. The full board will conduct interviews to all serious contenders to the position and then decide who will fill a vacancy.

**Motion:** A motion to offer the position of library trustee vacated by Jay Samelak to Judy Prater was made by Carolyn Feldkamp. The motion was seconded by Carma Roesch and it passed unanimously. Stan Legenc will contact Judy and offer her the position.

**New Business:**

- December Meeting- The December meeting will be held in the Clara Waldron Historical Room.
- Operating Policies- There were no Operating Policies which needed changing.
- Holiday Get-Together- The holiday party will take place at the home of Carolyn Feldkamp after the December's meeting.

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

**Good of the Order:**

Jane Poczatek spoke about a program begun by the NLA entitled Libraries Transform. This program provides PR for libraries and library personnel.

**Adjournment:** The meeting adjourned at 7:00 PM.

The next meeting will be December 15, 2015.

Respectfully submitted,

Carolyn Feldkamp

Secretary

Approved December 15, 2015