

Approved Minutes

February 16, 2016

5:35 PM to 7:13 PM

Tecumseh District Library

The February meeting of the Tecumseh District Library Board was called to order at 5:35 PM by Vice President Jane Poczatek. Roll call was taken. Trustees Lawson, Legenc, Poczatek, Prater, and Roesch were in attendance. Trustees Feldkamp and Linke were excused. Also present was Library Director Gayle Hazelbaker and Administrative Assistant Debbie Gilbey.

### **Approval of the Agenda**

**Motion:** Stan Legenc moved to accept the agenda as presented. The motion was seconded by Debbie Lawson and it passed.

**Public Comments Re: Agenda Items:** none

**Minutes from the January 19, 2016 Meeting:** (see attached) One correction was noted. On the first page, under Treasurer's Report, "Jan" should be "Jane." **Motion:** Stan Legenc moved to accept the January 2016 minutes as corrected. Judy Prater seconded the motion and it passed.

**Treasurer's Report:** (see attached) Debbie Lawson reviewed the report highlighting the comparison of net operating expenses against tax revenues and the trend of property taxes from 2003 – 2015. Our expenses are in line with our revenue thanks to good management by Gayle. The Annual Investment Report was also reviewed and discussed. **Motion:** Debbie Lawson moved to accept the Treasurer's Report as presented. The motion was seconded by Judy Prater and it passed.

**Consent Agenda:** (see attached) **Motion:** It was moved by Stan Legenc and seconded by Judy Prater to accept the Consent Agenda as presented. The motion passed.

**Friends' Report:** Judy Prater attended the Friends meeting on February 8<sup>th</sup>. Their treasury balance was \$7,183.74. The proceeds from the February book sale were better at approximately \$400.00. They discussed various fundraising ideas including a Christmas ornament sale at one of the fall books sales, a silent auction of themed baskets and a sale during the city wide garage sales.

**Director's Report:** (see attached) Gayle had nothing to add.

## **Old Business:**

Renovation Update: Phase II of the renovation is nearly complete. The flooring has arrived and may be installed this week. Gayle spoke to Chris Lane about the possibility of finishing the stairwell to match the rest of the lower level. The cost is roughly estimated to be \$12,000. She suggested eliminating the new restroom in meeting room B to cover the cost. The current restroom at the bottom of the stairs meets the building code. It was agreed that the 2<sup>nd</sup> restroom is not really needed. Gayle will follow up for an estimate.

Renovation Phase III: The Trustees discussed whether or not to move forward with the final phase of the renovation which includes the technology upgrade. The Fund Development Committee is continuing to seek funding through every possible means. It was agreed by all present that the project should continue. Completion of Phases I & II is little more than cosmetic without the technology piece. Additional costs are likely to be incurred if we do not move forward now.

**Motion:** Stan Legenc moved to go forward with Phase III of the renovation project. Debbie Lawson seconded the motion which passed unanimously.

**Motion:** Jane Poczatek made a motion to remove the restroom in Meeting Room B from Phase III and replace it with a bid to finish the stairwell as described. Carma Roesch seconded and the motion passed.

United for Libraries: This topic was discussed at the Trustee retreat. Carolyn would like to bring back the “big topic” to the Board meetings each month beginning in April. 10 – 15 minute webinars are available at [www.ala.org/united/michigan](http://www.ala.org/united/michigan) and can be watched as needed. Each month a topic will be chosen and the webinar discussed at the meeting. Login information was provided to the Trustees.

Soiree Wrap Up: (see attached) The total cost was \$968.54; donations were \$378.56.

## **New Business:**

Financial Policies: No revisions are needed at this time.

State of the Library Report: Gayle reported that the library is in a good place. Highlights: TDL has increased digital offerings, such as Newsbank and Zinio this past year; our work with the Lenawee County Economic Crimes unit has been very successful in recovering long overdue items and/or fines and fees related to those items.

Trustee Terms: Carolyn, Debbie, Judy, and Carma’s terms are up for election in November 2016. Jane reported that Carolyn doesn’t intend to run for re-election. The Board needs to begin recruiting possible candidates.

Trustee Self-Evaluations: The self-evaluation forms are in the Board packets. Jane described the process. The second page must be completed and turned in to Jane by March 1, 2016 and will be discussed at the meeting on March 15<sup>th</sup>.

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

**Good of the Order:**

- Gayle noted that a copy of the current strategic plan is included in the packet and should be inserted in the Trustee manual to replace the outdated one. Debbie Gilbey will upload it to Google Drive.

**Adjournment:** The meeting adjourned at 7:13 PM.

Next meeting will be March 15, 2016 at 5:30 PM.

Respectfully submitted,

Debbie Gilbey, Administrative Assistant

Approved March 15, 2016