

Approved Minutes

May 17, 2016

5:32 PM - 6:45 PM

Tecumseh District Library

President Carolyn Feldkamp called the meeting to order at 5:32 PM. Roll call was taken. Trustees present were Carolyn Feldkamp, Deb Lawson, Stan Legenc, Matt Linke, Jane Poczatek, and Judy Prater. Trustee Carma Roesch was excused from attending. Also present was Library Director Gayle Hazelbaker.

### **Approval of the Agenda**

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

**Public Comment: Agenda Items:** none

### **Minutes from the April 19, 2016 Meeting** (see attached)

Two changes were noted: Correction noted by Carolyn Feldkamp: at the top of the page "m" in "Proposed minutes" should be capitalized. Correction noted by Stan Legenc: under New Business - Policy v. Procedure: In the 2nd sentence "It is up *the* Gayle..." should be "It is up *to* Gayle..." . Correction noted by Judy Prater: Under Big Topic on last page - in the 1st sentence " ...of the Board *is* to..." the "is" should be removed. **Motion:** Stan Legenc moved to accept the minutes from the April 19, 2016 meeting as amended. Judy Prater seconded the motion and it passed.

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

Deb Lawson reviewed the *April check book ledger* and explained that we were still waiting for the reconciliation from Masters' Accounting. There was a question about a stop payment on a check. The answer was that the check had been lost and reissued.

There was an in depth review of the *Renovation Cost Report* prepared by Deb Lawson. Deb reiterated that we remain in a healthy financial position and still have a decent cushion in spite of our renovation costs.

**Motion:** Matt Linke moved and Deb Lawson seconded to accept the Treasurer's report as presented. The motion passed.

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

Carolyn Feldkamp suggested that the Marketing Report be pulled out to discuss.

**Motion:** Deb Lawson moved to pull the Marketing Minutes out of the Consent Agenda to discuss further. The motion was seconded by Stan Legenc and it passed.

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

### **Marketing Report**

Gayle discussed the need of the Marketing committee for feedback from the Board as to the direction of the GoFundMe account. The Board discussed the future of the GoFundMe account set up by the library to help fund the ongoing lower level renovation. All agreed that the campaign has not been successful and has been running longer than most GoFundMe campaigns would typically run. More discussion centered around the lack of a well-targeted campaign focused on millennials, a group that is currently responsible for the highest percentage of donations made via social media (convenience donations). Board agreed to set aside the GoFundMe campaign until there is another worthy project and particular attention will be paid to the audience we would like to reach.

**Motion:** Stan Legenc made a motion to accept the Marketing Minutes as presented. Motion was seconded by Matt Linke and passed.

### **Friends' Report**

The Friends' have \$8,326.30 in their treasury as of April 30, 2016. The group discussed the direction of their activities from now until the summer. Trustee Judy Prater gave a brief rundown of said activities:

- The May used book sale had low revenues but did clear out a lot of the book inventory.
- Celebrate Tecumseh and the Mom-to-Mom Sale were both great PR opportunities.
- The silent auction baskets are doing well: there are some fairly high bids on a couple of them.
- Scholastic Book Sale will take place from July 11-16, 2016

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

Gayle discussed Microsoft 365: should be ready soon. There will be an *Outlook* tutorial for those Board members who are interested.

### **Old Business**

- Renovation Update: Gayle referred the Board Trustees to reference her Director's Report.

- 2015-2016 Budget Revisions:

- Penal fines - come in August and revised in September; TDL didn't get as much as anticipated.
- Under Revenues: added \$10k to Transfer from Savings/Garden Fund to bring total to \$783,981 for landscape repairs which brings total revenues up to \$1,644,294. Conversely, \$10K was added

to cleaning & maintenance under Operating Expenses bringing Total Operating Expenses up to \$894,282.

- Director Hazelbaker noted that under Professional services \$6K was added back in September for legal services.
- Under Capital Outlay both Building and Equipment went up due to costs related to the water damage by the elevator as well as the purchase of furniture for the staff room and Board meeting room.
- New Net Operating Budget is \$1,644,294.

**Motion:** Jane Poczatek moved to accept revisions to the 2015-2016 budget as detailed. Motion was seconded by Stan Legenc and passed.

- Naming Guidelines for Fundraising (see attached): Trustee Matt Linke reviewed the information he had previously disseminated to the group. Matt reiterated that this is a serious legal process as well as legally binding. Trustee Linke highlighted two particular areas: 1) Board must all agree about going forward with any naming policy in course to take and amount; and 2) Potential donors should be carefully considered.

- Trustee Elections in November: Trustee Carolyn Feldkamp reminded Board that Trustees Lawson, Prater and Roesch were up for election this coming November. Further, Feldkamp reminded the Board that she would not be seeking to run for her seat in November and will require replacement. She has a possible candidate who is carefully considering the position. Trustee Feldkamp mentioned that another member of the community has also expressed an interest in possibly running for her open seat. All applications for the election process are due at the County Clerk's office on July 21, 2016.

### **New Business**

- 2016-2017 Budget: Library Director Gayle Hazelbaker stated that there is no L4029 Tax Request Rate set yet and there is no DDA Recapture information from the EDD Paula Holtz either. Therefore, there will be a special meeting of the TDL Board of Trustees on Tuesday, June 7, 2016 @ 5:30 PM. The only item on the agenda will be to discuss the 2016-2017 Budget. The Budget must be approved at the July Board meeting so it is imperative that we are able to review it in June.

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

### **Good of the Order:**

Big Topic: webinars - Continuing Education through *United for Libraries* - Trustee Jane Poczatek made sure that the Trustees all had the login and password information and then walked the Trustees through the login process and told them how to get to the webinars. Board President Carolyn Feldkamp stated her desire that for the next few meetings she would like the Board to view chosen webinars (one per month) in order to discuss at the following Board meetings. Board discussed webinar options and decided to view "Library Policies" Webinar #5 for the June Board meeting.

**Adjournment:** The meeting was adjourned at 6:45 PM.

The next meeting will be Special Meeting on June 7, 2016. The next regular Board meeting will be on June 21, 2016.

Respectfully submitted,

Jane Poczatek

Vice-President

Approved on June 21, 2016