

Approved Minutes

January 15, 2014

Tecumseh District Library

5:32 PM to 6:22 PM

President Jay Samelak brought the meeting to order at 5:32 PM.

Those present were trustees Carolyn Feldkamp, Deb Lawson, Stan Legenc, Matt Linke, and Jay Samelak. Those absent: Chuck Gehrke, excused.

Also present: Gayle Hazelbaker, library director, and new trustee Jane Poczatek,

Approval of the Agenda:

Motion: Matt Linke moved and Stan Legenc seconded to approve the agenda as presented. Motion passed unanimously.

Public Comment: Agenda Items: none

Approval of Minutes:

Motion: Debbie Lawson moved that the minutes of the December 11, 2013 meeting be approved. The motion was seconded by Stan Legenc and it passed unanimously.

Administration of Oath:

President Samelak administered the Oath of Office to new board member Jane Poczatek. She was welcomed heartily to the board by those present! She will be acquainting herself with materials in the Trustee and Policy Manuals, given a tour of the library by Gayle Hazelbaker, and meeting staff members in the near future. Welcome, Jane!

Treasurer's Report: Ms. Hazelbaker answered a few questions regarding recent expenditures. These involved payment for fall cleanup, snow removal, a DVD processing system, and marketing expenditures. **Motion:** Stan Legenc moved to approve the Treasurer's report. The motion was seconded by Debbie Lawson and it passed unanimously.

Consent Agenda:

Motion: Carolyn Feldkamp moved to approve the Consent Agenda. Deb Lawson supported the motion and it passed unanimously.

Approved Minutes

Friends Report: Gayle Hazelbaker reported that the Friends Organizational Meeting was held on January 13, 2014. There is \$16,411.91 in their treasury. The proposed budget of \$25,393.60 was approved. Purchases of new shelving and technology will be made to support the library. Members are also excited to sponsor future programming needs as requested by library staff members. The book sales have been very successful in the past months. Plans are underway to host novelist Loren Estleman in April .A joint venture of outreach to homebound patrons is underway. Gayle gathers library materials after interviewing the patron for interests and needs. Then a volunteer from the Friends delivers the books to the patron.

Director's Report: (see attachment)

Old Business:

Strategic Plan: Materials from consultants Hartzell- Mika (see attachments) were reviewed. The consensus was for us to proceed with this work and begin it in March instead of as presented to begin in February. We would still like the final report to be presented to the board at the July Board meeting. Board members felt guidance through the Strategic Planning Facilitation would be sufficient and no additional services such as focus groups, community survey or fiscal review would be necessary. President Samelak stated the consensus of the group was to authorize Gayle to contact Hartzell-Mika and indicate our interest in beginning the process to work with them.

Soffit and Outdoor Lighting: Gayle has begun preparing an RFP for the project It will be reviewed by the Building and Grounds Committee and brought back to the board next month.

New Business:

Fund Balance Resolution- This item is tabled until the February meeting. The Finance Committee is finishing the task of revising the language. A third draft has been completed.

There was no other new business.

Public Comment: Non- Agenda Items: none

Adjournment: Motion: Stan Legenc moved to adjourn the meeting. The motion was seconded by Matt Linke and it passed unanimously. Meeting adjourned at 6:22 PM

Next meeting will be February 12, 2014 at 5:30 PM.

Respectfully submitted,

Carolyn Feldkamp, Secretary

Approved Minutes

