

Approved Minutes

June 11, 2014

Tecumseh District Library

5:30 PM to 7:29 PM

President Jay Samelak called the meeting to order at 5:30 PM.

Those present were Trustees Carolyn Feldkamp, Chuck Gehrke, Deb Lawson, Stan Legenc, Jane Poczatek, and Jay Samelak. Matt Linke arrived a few minutes late.

Others present were Gayle Hazelbaker, director, and the consulting team of Marianne Hartzell and Joe Mika.

Approval of the Agenda: Motion: Stan Legenc moved to approve the agenda as presented. The motion was seconded by Chuck Gehrke and it passed unanimously

Public Comment Re: Agenda Items: none

Presentation of the Strategic Plan (see attached)

Joe Mika from the consulting firm Hartzell- Mika presented board members and the director with Strategic Plan packets which outline TDL's vision statement, mission statement, core values and strategies to accomplish these goals. Each strategy includes specifics as to when it should be accomplished and who will be assigned to do it. Input was sought from the staff and their thoughts are reflected on pages 1-4 of the plan. Pages 5-8 are a clean copy of the plan but after each strategy is information which answers the question "What Does This Mean for Our Patrons?" Pages 9-11 are the Executive Summary. Highlights of the summary stress the importance of Tecumseh District Library to the community as a valued resource. Strengths of the library include the staff, the building, and programming. Efforts should be continued to market these strengths so that there will be continued outreach and potential trustees will be attracted to serve.

Minutes from May 14, 2014 Meeting: There were four errors identified: 1. Strike *s* in Trustees- pg. 1 roll call. 2. Change garden to grounds- first paragraph under Treasurer's Report. 3. Strike we and insert will be – first sentence in Director's Report. 4. Strike last sentence in Communications Received section. **Motion:** Deb Lawson moved to accept the minutes from the May 14, 2014 meeting as amended. Stan Legenc seconded the motion and it passed unanimously.

Treasurer's Report: (see attached) Motion: Stan Legenc moved and Jane Poczatek seconded to accept the Treasurer's Report as submitted. The motion passed unanimously.

Consent Agenda: Motion: A motion was made by Carolyn Feldkamp and seconded by Deb Lawson to accept the Consent Agenda as presented. The motion passed unanimously.

Friend's Report: Gayle Hazelbaker stated the Friends had recently met on June 9th. She and trustee Jane Poczatek were in attendance. The Friends Book- Garage Sale was very successful. It netted \$833.35. The balance on hand in their Treasury is \$17,451.13. They have graciously agreed to help out with purchasing new wire shelving in the teen area and a portable P.A.system for future programming needs plus sponsor prizes for the Adult Summer Reading Program. They need a Membership Chairperson. Plans are underway for the Friends of the Library Week in October. The group asked Gayle to notify them in ways they can help to assure the success of our Strategic Plan.

Director's Report: (see attached) Additions to Gayle's report include the inclusion of the Legislative Update from MLA. She also stated our delinquent funds had arrived (\$37,599.73). She has been advised that a homeless teen has sought shelter in the library's outside stairwell. She notified the police so that appropriate help can be provided for him.

Old Business: Proposed Budget: 2014-15 (see attached) Gayle Hazelbaker reviewed the proposed budget line by line. Explanations were given as to why some proposed amounts had been increased or decreased due to knowledge she had as to how money was spent last year. A detailed discussion followed. Trustees were afforded the opportunity to ask questions and state opinions. President Samelak entertained a motion to accept the proposed budget. **Motion:** Chuck Gehrke moved that the proposed 2014-15 Budget be accepted as presented. The motion was seconded by Stan Legenc and a roll call vote was taken. The motion passed unanimously. Director Hazelbaker was thanked for the preparation she took necessary to create the budget.

New Business: Proposed Closings for 2014-15: (see attached) **Motion:** A motion was made by Stan Legenc and seconded by Deb Lawson to accept the Proposed Closings for the 2014-15 Fiscal Year as printed. The motion passed unanimously.

Public Comment Re: Non Agenda Items: none

Carolyn Feldkamp read a thank you note from Debbie Gilbey addressed to the trustees in regard to a gift she received for Administrative Assistant's Day.

Adjournment: The meeting was adjourned at 7:29 PM.

Next meeting will be July 9, 2014.

Respectfully Submitted,

Carolyn Feldkamp

Approved July 9, 2014