

Approved Minutes

May 14, 2014

Tecumseh District Library

5:30 PM to 6:39 PM

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

Those present were Trustees, Chuck Gehrke, Jane Poczatek, Deb Lawson, Stan Legenc, Matt Linke and Jay Samelak.

Those absent were Trustee Carolyn Feldkamp, excused.

Also present was Gayle Hazelbaker, library director and Debbie Gilbey, administrative assistant.

Approval of the Agenda:

Two changes to the agenda were noted: New Business- removed Nominating Committee for Election of Officers; added Communication Received.

Motion: Chuck Gehrke moved to accept the agenda as changed. Matt Linke seconded the motion and it passed unanimously.

Public Comment Re: Agenda items: none

Minutes from April 9, 2014

Motion: Stan Legenc moved to accept the minutes from the April 9, 2014 meeting as presented. Jane Poczatek seconded the motion and it passed unanimously.

Treasurer's Report:

Deb Lawson reported that millage income received to date equals \$469,811.87. President Samelak asked Gayle if this was above or below the projected amount and have we received them all? Gayle indicated that it is somewhat above the projections and that we have received all but Adrian Twp. President Samelak also asked if the Landscape/Garden fund was dedicated by the donor to the grounds. Gayle confirmed that it was.

Motion: Stan Legenc made a motion to accept the Treasurer's report as presented. The motion was seconded by Chuck Gehrke and it passed unanimously.

Consent Agenda:

Motion: Deb Lawson moved and Matt Linke seconded to approve the Consent Agenda. The motion passed unanimously.

Friend's Report:

- Carolyn Vertin discussed the strategic planning process with the members.
- The Friends need more children's books donated.
- June 7th will be the Book/Garage Sale
- They were very pleased with the turnout at the Loren Estelman program and with his presentation.

Director's Report: (see attached)

Gayle doesn't know yet when the installation of the outside soffit lighting will be rescheduled; she hopes to have the work completed by the end of May.

Oscar Lopez did not leave TDL employment in April as previously reported. Instead he is on doctor approved sick leave through May. Gayle does not know if he will return to work.

Old Business: None**New Business:**

Proposed Budget 2014/2015 (see attached)

Gayle Hazelbaker presented the proposed budget for the next fiscal year. She reported that there are some holes that need to be filled to complete the budget. She plans to have it ready for the June 11, 2014 Board Meeting. President Samelak stated that if necessary, a special meeting will be called before July 1, 2014.

Policy Revision – C-01 (see attached)

Gayle and the Staff discussed the option of allowing teens ages 16-18 to obtain their own library card without the signature of a parent/guardian. The card would be subject to limited check out of 2 items and the minor will assume financial responsibility.

Motion:

Deb Lawson moved that Policy C-01 be revised as presented. Stan Legenc seconded the motion and it was approved unanimously.

Trustee Goal (see attached)

President Samelak presented a document to the board listing the priorities for items for them to focus on in the new fiscal year. The top 3 are:

- Basement renovation
- Establish donor recognition space
- Capital campaign (for renovation)

Deb Lawson continues to look at the triangle on Shawnee/Ottawa Streets to determine options for additional parking for staff/patrons.

Communication Received

Jay Samelak and Gayle Hazelbaker each received a letter from a patron “on behalf of” the anonymous donor of the Landscaping/Garden fund voicing disappointment with the Board for not taking care of the grounds as was expected by the donor. Jay is drafting a response to the letter and seeking input from the Trustees. The overall consensus is that the donor should contact the Board directly with any concerns.

Public Comment: Non agenda Items: none

Motion to Adjourn: Chuck Gehrke moved to adjourn the meeting. Deb Lawson seconded the motion. It passed unanimously. Meeting adjourned at 6:39 PM.

Next meeting will be June 11, 2014.at 5:30 PM.

Respectfully submitted,

Debbie Gilbey

Administrative Assistant

Approved June11, 2014