

Approved Minutes

October 21, 2014

Tecumseh District Library

5:35 PM to 6:55 PM

The meeting was called to order at 5:35 PM by President Jay Samelak.

Roll call was taken. Those present were Trustees Carolyn Feldkamp, Stan Legenc, Matt Linke, Jane Poczatek, and Jay Samelak. Trustees Chuck Gehrke and Deb Lawson were absent, both excused.

Also present were library director, Gayle Hazelbaker and Alan Panter , auditor from Abraham and Gaffney.

**Approval of the Agenda: Motion:** Stan Legenc moved to accept the agenda as presented. The motion was seconded by Matt Linke and it passed unanimously.

**Presentation of the 2013- 2014 (FY 14) Audit** (see attached)

Alan Panter began his presentation by thanking Director Hazelbaker and her staff for their cooperation and amount of preparedness they brought to the auditing process. He said because of their efforts the audit was completed very efficiently. He then reminded the Board the purpose of the audit is to provide the library with an opinion on financial statements; a snapshot of a particular point in time. He said TDL has earned an unmodified, clean account- the best it could earn. He then walked Board members through several pages of the audit report. (see attached): the Balance Sheet, Statement of Revenues, Expenditures, and Changes in Fund Balance, graphs depicting those numbers over the last few years, and a pie chart comparing the General Fund Revenue and Expenditure Detail from 2014. Opportunity was given to ask questions. Mr. Panter was thanked by Board members and Ms. Hazelbaker at the end of his presentation.

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

**Minutes from the September 16, 2014 Meeting:** (see attached)

**Motion:** Jane Poczatek moved that the September 16, 2014 minutes be approved as presented. The motion was seconded by Stan Legenc and it passed unanimously.

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

**Motion:** Stan Legenc moved to accept the Treasurer's Report as presented. Jane Poczatek seconded the motion and it passed unanimously.

**Consent Agenda:**

**Motion:** It was moved by Matt Linke to accept the Consent Agenda as presented. Jane Poczatek seconded the motion and it passed unanimously.

**Friends' Report:** Gayle Hazelbaker reported the Friends of the Library met on Monday, October 13<sup>th</sup>. The recent Book Sale during the Ampleumkin weekend netted \$1, 255.90. As of September 30, 2014, the balance in the Friends' bank account was \$18,442.22. They have asked Gayle for suggestions to purchase items for the library. They really don't want their balance to be so high going into the New Year. Gayle asked them to consider the purchase of new shelving for the Children's area at the cost of \$14,000. After reviewing their budget for next year, they will try to make it happen.

In other business the Murder Mystery Night will be rescheduled in the spring. New officers to be elected at the January meeting include president, vice- president, and treasurer.

In observance of National Friends of the Library Week, Deb Lawson and Carolyn Feldkamp, representing the Board of Trustees, were on hand to provide holiday refreshments. They also presented the group with a decorative banner in appreciation for all they do to support the library.

**Director Report:** (see attached)

Gayle updated the board on a few items. E-bay sales have begun- a whopping \$10.00 already! Patrons have begun paying for fines with bank cards. New tile will be installed in the lower level hallway on Friday, October 24, 2014. Gayle also mentioned that other library directors in Lenawee County have expressed an interest in attending a grant writing workshop that our Fund Development committee is exploring.

**Old Business:** none

**New Business:**

a. Board Retreat- the Board and Ms. Hazelbaker will attend a fall retreat for the purpose of brainstorming ideas to include in the plan for the lower level renovation and to learn about grant writing opportunities. **Sunday, November 16, 2014 was established as the date for the Retreat to occur.**

b. Internet Use Policy I-01- (see attached)

**Motion:** Carolyn Feldkamp moved that the recommended changes to policy I-01 be approved and be effective on December 1, 2014. The motion was passed by Stan Legenc and it passed unanimously.

c. Semi Annual Financial Report: (see attached)

After the Board had taken time to review the document, President Samelak thanked Treasurer Lawson for her thoroughness in preparing the report.

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

**Good of the Order:**

Carolyn Feldkamp reported that the Sunshine Committee fund will need replenishing soon. She asked that board members bring \$10.00 each at the next Board meeting. Recent purchases included a welcome back floral arrangement and card for the children's librarian, and refreshments recently provided to the Friends in observance of National Friends Week.

Stan Legenc and other members of the Building and Grounds committee discussed possible dates for their committee to meet.

**Adjournment: Motion:** Jane Poczatek moved that the meeting be adjourned. Stan Legenc seconded the motion and it passed unanimously. Meeting adjourned at 6:55 PM.

The next meeting will be on November 18, 2014 at 5:30 PM.

Respectfully submitted,

Carolyn Feldkamp

Secretary

Approved November 18, 2014