

Approved Minutes

April 28, 2015

5:38 PM to 6:55 PM

Tecumseh District Library

President Jay Samelak called the meeting to order at 5:38 PM.

Roll call was taken. Trustees in attendance were Carolyn Feldkamp, Chuck Gehrke, Deb Lawson, Stan Legenc, Matt Linke, Jane Poczatek, and Jay Samelak. Also present was Gayle Hazelbaker, library director.

Approval of the Agenda:

Stan Legenc requested that the Building and Grounds report be pulled from the Consent Agenda. Chuck Gehrke asked that the Fund Development report also be pulled from the Consent Agenda.

Motion: Deb Lawson moved that the agenda be approved as amended. Matt Linke seconded the motion and it passed unanimously.

Public Comment: Items on the Agenda: none

Minutes from March 24, 2015(see attached)

One typo was noticed. The second 'r' in the title Programming Minutes (pg. 2) needs to be inserted. **Motion:** Stan Legenc moved that the minutes be approved as amended. The motion was seconded by Jane Poczatek and it passed unanimously.

Treasurer's Report: (see attached)

Deb Lawson reported that Finance Committee did not meet this month and that there will probably be no need to meet until we have some idea of the projected cost of phase I of the renovation project. She gave trustees a handout entitled Expenses by Month- and projected expenses- calendar year. (See attached). She asked trustees to become familiar with this in our anticipation of discussion of the project. Deb also said she is trying to reconcile her understanding of our funds with the GASB categories and has forwarded questions to the auditor for further clarification. She feels then she will be able to better advise the Board as to what funds we can comfortably use in paying for the renovation of the lower level.

Motion: Jane Poczatek moved that the Treasurer's Report be accepted as submitted and discussed. Deb Lawson seconded the motion and it passed unanimously.

Consent Agenda: Motion: Stan Legenc moved that the Consent Agenda be approved as amended. Matt Linke seconded the motion and it passed unanimously.

Building and Grounds Report (see attached)

Stan Legenc highlighted areas of the report. He also discussed the need to bolster the garden benches. They are sinking into the ground and recommends reinforcing the bench legs with concrete imbedded in the ground beneath them.

Fund Development Report (see attached)

Chuck Gehrke asked if endeavors to apply for grants are being done in sequential or concurrent manner. Fund development chair Jane Poczatek answered that all applications for potential grants are being prepared at the same time but some grantors do not want to be the first money into a project. We will first submit an application to Herrick Foundation and quickly follow up with the Weatherwax Foundation in a timely manner. The Sage Foundation is also considered a good fit for us.

Motion: A motion to accept the Building and Grounds report and the Fund Development report as presented was made by Jane Poczatek and seconded by Stan Legenc. The motion passed unanimously.

Friend's Report:

Carolyn Feldkamp attended the Friends' meeting on April 11, 2015. She reported the Friends had \$7,814.50 in their treasury as of March 31, 2015. They were excitedly preparing for the Murder Mystery Night to be held on April 18, 2015. 37 people are committed to be in the play.

There was discussion about the logistics of the Appleumpkin Book Sale to be held in October. Because the renovation project may be taking place at that time, they are going to sell books outside under a tent. The group was also very pleased to be notified they will not have to have future meetings off site for a few more months.

Director's Report: (see attached)

Old Business:

Construction Phasing- Basement Renovations

Gayle reported that a walk through of the area has taken place. Those in attendance were the architect Mike Nicklowitz, Kriegoff representative Chris Lane and various contractors who are interested in the project. We are still waiting for Mike Nicklowitz to come back with a definitive quote to complete phase I of the project before we can proceed.

Sunshine Fund

Carolyn Feldkamp recapped recent expenditures (Nancy Smith memorial, Administrative Assistant Day). She appealed for more money to replenish the fund.

New Business:

Parliamentary Procedure and FOIA/ OMA (see attached)

Trustee Jane Poczatek recently attended a workshop held at the Tecumseh fire station. Its purpose was to update local governing public bodies about significant changes to Michigan's FOIA slated to take affect July 1st of this year.

Some of the points highlighted by Trustee Poczatek are:

1. Public bodies will now be required to establish specific written procedures and guidelines.
2. A FOIA Coordinator must be appointed.
3. Fee charged for FOIA documents must be uniform.
4. E-mail and texts are considered writing. Voice mail may be. These forms of communication are deemed public record.

Evaluation- Director and Board

Jay asked that trustees fill out the self evaluation at their own discretion. The director's evaluations should be completed within the next three weeks and returned to him through email.

Public Comment: Non-Agenda Items: none

Good of the Order:

Carolyn Feldkamp read two thank you notes recently received.

She asked Jay if recent approved changes to the bylaws had been formally added to the document. He was reminded to check on this and send the documents to Gayle and Carolyn.

Adjournment:

Motion: Matt Linke moved and Jane Poczatek seconded that the meeting be adjourned. The motion passed unanimously.

Meeting adjourned at 6:55 PM.

Respectfully submitted,

Carolyn Feldkamp, Secretary

Next meeting: May 26, 2015

Approved May 26, 2015