

Approved Minutes

May 26, 2015

5:34 PM to 7:25 PM

Tecumseh District Library

Vice President Stan Legenc called the meeting to order at 5:34 PM.

Roll call was taken. Trustees in attendance were Carolyn Feldkamp, Chuck Gehrke, Deb Lawson, Stan Legenc, and Jane Poczatek, Trustees Jay Samelak and Matt Linke arrived late due to traffic and work responsibilities.

Also present were Gayle Hazelbaker, library director and Chris Lane and Scott Hill, representatives from Krieghoff- Lenawee Construction Management.

**Approval of the Agenda:**

**Motion:** Chuck Gehrke moved that the agenda be accepted as presented. Jane Poczatek seconded the motion and it passed unanimously.

**Presentation of Lower Level Renovations** (see attachments)

Chris Lane and Scott Hill were available to present proposals detailing renovation of the lower level to be done in phases. Discussion centered on phase one proposal which involves creating an egress on the east side of the building, building a new stairwell, and refurbishing the stairwell on the south side of the building plus bringing a beam into the downstairs area known as Meeting Room A. Work could begin in early September and would last approximately 2 months.

The board was assured by Mr. Hill that time and material would not exceed \$204,567.

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

**Minutes from April 28, 2015 Meeting:** (see attached)

There was one correction noted. On the 1<sup>st</sup> page under Minutes from March 28, 2015, strike “Poczarek”, change to “Poczatek”. **Motion:** Jay Samelak moved to accept the April 26<sup>th</sup> minutes as amended. The motion was seconded by Deb Lawson. It passed unanimously.

**Treasurer’s Report** (see attached)

**Motion:** Matt Linke moved to accept the Treasurer’s report. Jay Samelak seconded the motion and it passed unanimously.

**Consent Agenda:** (see attached)

**Motion:** A motion to accept the Consent Agenda was made by Jane Poczatek. It was supported by Deb Lawson and passed unanimously.

**Friends' Report:** none

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

In addition to her written report, Ms. Hazelbaker noted that she has contacted Hampshire Farms to send a proposal to complete work in the Herrick Garden,

### **Old Business**

Lower Level Renovation- Trustees and Director were happy with the information shared by Krieghoff- Lenawee representatives and excited to engage in the next steps of the process.

#### Library Funding Obligation re: Renovation

**Motion:** Chuck Gehrke moved and Matt Linke seconded that the Board proceed with plans to renovate the lower level. A roll call vote was taken and the motion passed unanimously.

**Motion:** A motion was made by Deb Lawson and seconded by Chuck Gehrke that we, as a Board, allocate up to \$205,000 to be used for the Lower Level Renovation. A roll call vote was taken and the motion passed unanimously.

### FOIA

Gayle Hazelbaker has asked our attorney to craft an appropriate policy that will be in accordance with new regulations.

### **New Business:**

#### 2014-2015 Budget Revision (see attached)

Director Hazelbaker explained how the 2014-2015 budget has been reconciled. Due to a \$15,000 shortfall in revenues she reassigned \$15,000 from the capital outlay (unassigned) portion of the budget.

**Motion:** Jane Poczatek moved that we approve the recommended revisions of the 2014- 2015 budget. The motion was seconded by Stan Legenc. A roll call vote was taken and it passed unanimously.

#### 2015-2016 Proposed Budget (see attached)

Director Hazelbaker explained the proposed 2015-2016 budget. A suggestion was made to re-examine recommended pay increases of hourly personnel in the hopes wages could be increased slightly more. Gayle will report back next month.

Trustee Goals (see attached)

President Samelak passed out a list of goals that he had compiled after trustees were asked to suggest areas to concentrate efforts.

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

**Good of the Order**

Stan Legenc shared a few newspaper articles he had collected extolling positive attributes of public libraries. Matt Linke thanked those who had expressed sympathy to him upon the passing of his brother. President Jay Samelak extended condolences to his family on behalf of the Board.

**Adjournment:**

**Motion:** Deb Lawson moved the meeting be adjourned. Matt Linke seconded the motion and it passed unanimously. The meeting adjourned at 7:25 PM.

Respectfully submitted,

Carolyn Feldkamp, Secretary

Next Meeting will be June 23, 2015\

Approved June 23, 2015