

Approved Minutes

January 19, 2016

5:30 PM to 7:01 PM

Tecumseh District Library

The January meeting of the Tecumseh District Library Board was called to order at 5:30 PM by President Stan Legenc. Roll call was taken. Trustees Feldkamp, Lawson, Legenc, Linke, Poczatek, Prater, and Roesch were in attendance. Also present was Library Director Gayle Hazelbaker and Administrative Assistant Debbie Gilbey.

### **Approval of the Agenda**

Jane requested that the Go Fund Me campaign be added to New Business. **Motion:** Jane Poczatek moved to accept the agenda as amended. The motion was seconded by Debbie Lawson and it passed.

**Public Comments Re: Agenda Items:** none

**Swearing in of new Trustee:** President, Stan Legenc administered the oath of office to Judy Prater, who is now the newest member of the Board of Trustees.

**Minutes from the December 15, 2015 Meeting:** (see attached) Two corrections were noted. On the first page, under the Consent Agenda the word “hat” should be “that”. On the second page, under Renovation Update “t he” should be “the.” **Motion:** Carolyn Feldkamp moved to accept the December, 2015 minutes as corrected. Debbie Lawson seconded the motion and it passed.

**Treasurer’s Report:** (see attached) Debbie Lawson reviewed the report and stated that they are still pursuing grants and other options to cover the renovation. Stan asked if borrowing money, then paying it off with investment income could be an option. Jane said they will pursue all possibilities. **Motion:** Debbie Lawson moved to accept the Treasurer’s Report as presented. The motion was seconded by Jane Poczatek and it passed.

**Consent Agenda:** (see attached) **Motion:** It was moved by Matt Linke and seconded by Carolyn Feldkamp to accept the Consent Agenda as presented. The motion passed.

**Friends’ Report:** Gayle Hazelbaker attended the Friends meeting on January 11<sup>th</sup>. Their treasury balance was \$6,754.64. The proceeds from the January book sale were lower than usual at \$239.85. Gary Thompson is revisiting the PowerPoint presentation in order to present it to area service clubs in hopes of drawing new members. Jan Salisbury is looking into ideas for activities to draw more people to the book sales. They will hold another Scholastic Book Fair in July

which will have a '60s theme. The Friends approved their budget for the year and elected 2 new officers: Jan Salisbury, Secretary and Heather Burdick, Treasurer.

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

Gayle spoke to Tom McCarrell at Old National Bank about the Book Endowment check. He told her that the reason the amount was lower than anticipated was because the Holland Schools Bond was recalled early. As a result, the TDL budget will have to be revised.

**Old Business:**

Soiree Update- The soiree to honor 2015's donors is scheduled for January 23, 2016 from 7-9 PM. A "Saying Goodbye to the 60's" is the theme. Invitations have been sent to all 2015 Donors, TDL Staff, the Friends of TDL and former TDL board members. The committee will meet at 4:00 p.m. that day to decorate. Pentamere Winery will serve wine; sixties type snacks will be provided. Gayle will provide a script regarding the renovation for the trustees so that all are sharing the same message with the guests.

Slate of Officers: Stan Legenc is stepping down as President, stating that he believes that someone more knowledgeable and experienced should lead the Board during the coming year. Carolyn Feldkamp has agreed to take on the position, leaving the Secretary spot open. Carma Roesch graciously agreed to be the Secretary. The Slate of Officers will therefore be: President – Carolyn Feldkamp, Vice President – Jane Poczatek, Secretary – Carma Roesch, Treasurer – Deb Lawson. **Motion:** A motion was made by Matt Linke to approve the Slate of Officers for 2016. It was seconded by Jane Poczatek. **Discussion:** Carolyn thanked Stan for being so gracious and bringing up the change. Judy Prater commended the Board for their hard work during the past months with all the changes in board members. **Vote:** The motion to approve the Slate of Officers passed unanimously.

**New Business:**

Go Fund Me Campaign- The fund development committee recommends that we pursue Go Fund Me to raise \$50,000 for the technology upgrade. Gayle has done some research and found that at least 4 other libraries have done this to raise funds ranging from \$15K - \$250K. There are no legal issues for the library, no requirements to provide bank account information, it can be cancelled any time, and they just cut a check to the fund raising organization. Go Fund Me takes an 8% cut from the money raised. It was suggested that the goal should be set for \$60,000 to cover the expense of using the site. Motion: Jane Poczatek moved to start a Go Fund Me campaign with the goal of raising \$60,000 for the technology upgrade. Carma Roesch seconded the motion and it passed.

Committee Assignments- With the change in officers, committee assignments for the Trustees need to be changed. As President, Carolyn cannot be a committee member. The new committee

assignments are as follows: **Finance:** \*Debbie Lawson, Jane Poczatek, Stan Legenc, and Judy Prater; **Fund Development:** \*Jane Poczatek, Debbie Lawson, and Judy Prater; **Building & Grounds:** \*Jane Poczatek, Matt Linke, and Carma Roesch; **Sunshine:** \*Judy Prater. (\* indicates chairperson)

Materials and Circulation Policies: no changes recommended

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

**Good of the Order:**

- Stan noticed a crack in the cap of the newly updated egress on the south side of the building. Gayle will have a look at it. He also shared a newspaper article featuring Chuck's recent program at the Fitness Connection.
- Gayle confirmed that Matt and Carolyn are the only Trustees unable to attend the Board Continuing Education program on February 6<sup>th</sup> at the Adrian District Library. Jane suggested that everyone meet at the library at 9:00 a.m. and carpool. She offered to drive.
- Gayle also asked the Trustees if they would consider going "paperless" and suggested that it can be discussed when Carolyn returns from Florida.
- Carolyn distributed the new Board calendar. She also suggested that Debbie act as mentor for Carma and Jane be mentor for Judy.
- Matt and Stan will review the bylaws for possible changes.
- Board contact information will be updated by Debbie G.

**Adjournment:** The meeting adjourned at 7:01 PM.

Next meeting will be February 16, 2016 at 5:30 PM.

Respectfully submitted,

Debbie Gilbey, Administrative Assistant

Approved February 16, 2016