

Approved Minutes

March 15, 2016

5:35 PM to 7:12 PM

Tecumseh District Library

The March meeting of the Tecumseh District Library Board was called to order at 5:35 PM by Vice President Jane Poczatek. Roll call was taken. Trustees Lawson, Legenc, Linke, Poczatek, Prater, and Roesch were in attendance. Trustees Feldkamp was excused. Also present was Library Director Gayle Hazelbaker and Administrative Assistant Debbie Gilbey.

Approval of the Agenda

Motion: Stan Legenc moved to accept the agenda as presented. The motion was seconded by Debbie Lawson and it passed.

Public Comments Re: Agenda Items: none

Minutes from the February 16, 2016 Meeting: (see attached) **Motion:** Stan Legenc moved to accept the February 2016 minutes as presented. Judy Prater seconded the motion and it passed.

Treasurer's Report: (see attached) **Motion:** Stan Legenc moved to accept the Treasurer's Report as presented. The motion was seconded by Judy Prater and it passed.

Consent Agenda: (see attached) **Motion:** Jane Poczatek requested that the Fund Development Report be moved to New Business. It was moved by Deb Lawson and seconded by Judy Prater to accept the Consent Agenda as changed. The motion passed.

Friends' Report: Judy Prater attended the Friends meeting on March 14th. Their treasury balance was \$7,632.56. The March book sale proceeds were \$458.00. They discussed upcoming events including the city wide garage sale, Scholastic Book Fair July 11-16, and Celebrate Tecumseh.

Director's Report: (see attached) The Board discussed the incident involving a parent who expected the library staff to make sure his child stay off the computers. Jane commented that the policy is clear: the library is not responsible for the minor patrons and cannot be expected to police them. Gayle also added two more incidents that occurred after her report was submitted:

- On Monday, March 14th, the library received a phone call from a Michigan State Police trooper who was investigating a threat made against Governor Snyder from an IP Address here at the library. He wanted to know if we had surveillance cameras, free wi-fi, and public access computers. Debbie Gilbey answered his questions and explained the process for patrons to use the computers and informed him that we do not keep a log of patrons who use the computers.
- Sonja Downey discovered that the book drop had been keyed sometime between 2:00-4:00 p.m. on Monday, March 14th. The Tecumseh Police Department was called and an officer came by to take a report. Gayle will be calling the insurance company about the possibility of filing a claim.

Old Business:

Renovation Update/Phase III: Gayle reported that the dividing wall has been installed in Meeting Room A and that the walls are up in Meeting Room B

New Business:

Annual Finance Report: This report was covered in the February meeting. Deb Lawson reported that the library earned over \$11,000 interest on the Money Market account in 2015.

Fund Development/Library Foundation Formation: Jane Poczatek reported that the Fund Development committee has been looking into forming a 501c3 library foundation. As they have been going through the grant application process, they have found that a major stumbling block to being considered by many grantors is that we are not a 501c3 tax exempt organization. Jane shared some benefits of forming a foundation. It is a lengthy process and is not a solution for our current renovation project, rather something worth considering for the library's future needs. She asked that the Trustees either entertain a motion to form an ad hoc committee to further explore what it would take to form a foundation; or table the topic for a future meeting allowing individual trustees to research it on their own. After some discussion, it was agreed to table the topic until next month. Gayle will contact the CPA to find out how becoming a 501c3 organization would change how we operate and the Trustees will individually research 501c3 Library vs 501c3 Foundation and revisit the topic next month.

Public Comment Re: Non- Agenda Items: none

Big Topic: Jane Poczaztek summarized the goals that the Trustees submitted (see attached). They were discussed briefly.

Adjournment: Carma Roesch moved that the meeting be adjourned, Deb Lawson seconded the motion and it passed. The meeting adjourned at 7:12 PM.

Next meeting will be April 19, 2016 at 5:30 PM

Respectfully submitted,

Debbie Gilbey, Administrative Assistant

Approved April 19, 2016