

Approved Minutes

April 9, 2014

Tecumseh District Library

5:33 PM to 6:35 PM

President Jay Samelak called the meeting to order at 5:33 PM.

Those present were Trustees Carolyn Feldkamp, Deb Lawson, Stan Legenc, Matt Linke and Jay Samelak. Those absent were Trustees Chuck Gerkke, excused and Jane Poczatek, excused.

Also present was Gayle Hazelbaker, library director.

Approval of the Agenda:

Two additions to the agenda were noted: New Business- Flower Fund and Trustee and Director Evaluations.

Motion: Matt Linke moved to accept the agenda as changed. Deb Lawson seconded the motion and it passed unanimously.

Public Comment Re: Agenda items: none

Minutes from March 19, 2014

One correction of the March minutes was noted: Page 2, Revision of Policy C-01, strike Debbie Lawson reviewed the investment report.

Motion: Deb Lawson moved to accept the minutes from the March 19, 2014 meeting as revised. Stan Legenc seconded the motion and it passed unanimously.

Treasurer's Report:

Deb Lawson stated there was no Finance Committee meeting this month. President Samelak asked Gayle about the status of property tax funds. Have we received them all? She stated that we are now in the process of reconciling the fund accounts with the townships and by next month's meeting all property taxes due to TDL should be received.

Motion: Stan Legenc made a motion to accept the Treasurer's report as presented. The motion was seconded by Matt Linke and it passed unanimously.

Consent Agenda:

Motion: Deb Lawson moved and Carolyn Feldkamp seconded to approve the Consent Agenda. The motion passed unanimously.

Friend's Report: none

The Friends' next meeting will be Monday, April 14, 2014

Director's Report: (see attached)

Mary Beth Reasoner will continue medical leave of absence until the end of July. Gayle will employ the practicum student during the months of May and June so that vacation leaves can be covered.

Oscar Lopez has given notice that he will be leaving TDL's employ as of 4/18/14.

6 trustees and 13 staff people have filled out the survey for the Strategic Planning sessions. **Trustees are asked to be at the library by 8:45 on May 3rd and May 10th.** The sessions will last until 3 PM those days. Trustees are asked to provide lunch and snacks for the morning and afternoon sessions. Carolyn Feldkamp and Deb Lawson volunteered to help Gayle with plans. The library will pay for the refreshments and lunches for all participants. Gayle also asked trustees for suggestions of any one else to join us those days.

Old Business:

Overdue Accounts- Unique Management Services (see attached):

Since 2007 we have lost over \$60,000 to delinquent fines, lost materials and the cost to replace these materials involving 789 patrons. It is felt that due diligence from the library and Board must be exercised. Unique Management Services has an excellent reputation for recovering lost funds and materials without losing the good will of patrons.

Motion: Carolyn Feldkamp moved that Gayle be given the "go ahead" to employ Unique Management Services to help recoup our losses. Stan Legenc seconded the motion and it passed unanimously.

Credit Card Option:

Gayle has researched the idea of offering patrons the option of using credit cards to pay fines and fees through Banc Card (First Federal). The cost of almost \$400.00 would include the set up fee and swiper machines for the two terminals at the circulation desk. Training in the use of the system is provided.

Motion: Carolyn Feldkamp moved and Stan Legenc seconded that Gayle Hazelbaker employ Banc Card through First Federal Bank to install credit card machines at the circulation desk at TDL. The motion passed unanimously.

New Business:

Online Acces to TDL Documents (see attached)

So far Library Policies and Meeting Minutes have been installed online through gmail.com. Soon Trustee Manual documents will be there too. Gayle has offered to give tutorials to anyone who has trouble viewing these materials online.

Flower Fund

Carolyn Feldkamp asked that we set up a fund to help with expenses incurred when cards or small gifts must be purchased from the trustees. This will hopefully avoid the necessity to “hit people up” often when a card must be purchased if someone is sick, retiring, recognized for service, etc. She suggested \$ 10.00 per trustee to build up the kitty. It was agreed that she will bring an envelope to May’s meeting so that trustees may donate voluntarily for this fund.

Evaluations (Self and Director)

The time for evaluations has arrived. Jay passed out trustee evaluation forms and director evaluation forms. **Trustees need to privately evaluate themselves on the self evaluation sheets and turn in page 3 of that form before the end of April to Jay.** He asked if anyone has trouble or questions about any of the items on that form, to please speak to an officer.

Trustees also need to fill out the director evaluation and give it to Jay before April 30th. There will be a manila folder in his mail slot for this purpose. It was noted that this task may be difficult for newer trustees so it’s okay to leave items blank or say “I don’t know.” Questions may be directed to President Samelak or other officers if need be.

Public Comment: Non agenda Items: none

Motion to Adjourn: Deb Lawson moved to adjourn the meeting. Stan Legenc seconded the motion. It passed unanimously. Meeting adjourned at 6:35 PM.

Next meeting will be May 14, 2014.at 5:30 PM.

Respectfully submitted,

Carolyn Feldkamp

Secretary

Approved May 14, 2014

