

Approved Minutes

August 19, 2014

Tecumseh District Library

5:49 PM to 7:17 PM

President Jay Samelak called the meeting to order at 5:49 PM.

Roll call was taken. Those present were Trustees Carolyn Feldkamp, Deb Lawson, Jane Poczatek, and Jay Samelak. Three trustees were excused from attending: Chuck Gehrke, Stan Legenc, and Matt Linke. Trustee Legenc joined the meeting at 6:45 PM.

Gayle Hazelbaker, library director, was also present.

**Approval of the Agenda: Motion:** Deb Lawson moved to accept the agenda as presented. Jane Poczatek seconded the motion and it passed unanimously.

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

**Minutes from the July 9, 2014 Meeting:** (see attached) There were a few corrections. Jane Poczatek's name ends ...ek, not ...ik. In the New Business section :Trustee election will be held on the first Tuesday of November , not the second Tuesday.**Motion:** Deb Lawson moved to accept the minutes from the July 9, 2014 meeting as corrected. Carolyn Feldkamp seconded the motion and it passed unanimously.

**Treasurer's Report:** Deb Lawson explained the spread sheet that she had prepared ( see attached) which explains the various sources of funds which are available to Tecumseh District Library(ie. Endowments, Money Market account, designated funds, property taxes, and undesignated funds). In keeping with the provisions of the resolution to keep 37% as unassigned fund balance, the question was asked how we would like to assign the rest. Should part of these funds be assigned for the purpose of basement renovation? President Samelak asked Debbie to confer with the Finance Committee and come back next month with a recommendation.

There was some discussion about the idea of TDL selling leftover books from the Friends' book sales on e/bay. The purpose of this endeavor would be to establish a Sunshine Fund to be used to purchase small gifts, cards, food, etc. for staff or for staff events. Trustees were generally in favor of the idea but want Gayle to check with the auditor on the procedure to employ making sure the process would be above board.

Lastly, the idea of renaming the undesignated savings line item in the budget to Rainy Day Fund was discussed. Most trustees spoke favorably of changing the line item of" undesignated savings" to Rainy Day Fund. **Motion:** A motion to accept the financial report as presented was made by Jane Poczatek and seconded by Carolyn Feldkamp. The motion passed unanimously.

**Friends' Report:** none

**Director's Report:** (see attached) no additions

**Old Business:**

SmartZone: Discussion about the chance Tecumseh/ Adrian may be chosen as a satellite of the Ann Arbor/ Ypsilanti SPARK SmartZone centered on the impact that may occur to Tecumseh District Library. Tax money collected by the library will be captured as part of the TIF (tax incremental financing) used to fund the SmartZone. The formula for this collection is based on future monies collected above the level of tax monies collected now. It was our understanding the library would have 30 days to respond after the public meeting which occurred on August 6, 2014. While it is viewed as an exciting opportunity for our business community, trustees need to be vigilant in understanding the financial ramifications to TDL. President Samelak will place a call to city manager Kevin Welch for further clarification.

Investment Firm Name Change: **Motion:** A motion to amend the Yearly Consent Agenda Investment Firm from Trust Department of United Bank and Trust to Trust Department of Old National Bank as of August 25, 2014 was made by Stan Legenc. It was seconded by Deb Lawson and passed unanimously.

**New Business:**

Board Calendar (see attached) Carolyn and Gayle shared the revised board calendar with the board. A few changes were recommended. Gayle will fix the errors and make sure trustees receive the revised calendars next month.

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

Deb Lawson was praised for the work she had done to reorganize the strategic plan using a time line approach. It seems to be much more user friendly. She will make sure all trustees have a copy soon.

**Adjournment:** Deb Lawson moved to adjourn the meeting, Jane Poczatek seconded the motion and it passed unanimously. Meeting adjourned at 7:17 PM.

The next meeting will be September 16, 2014.

Respectfully submitted,

Carolyn Feldkamp, Secretary

Approved September 16, 2014