

Approved Minutes

December 9, 2014

Tecumseh District Library

5:33 PM to 6:22 PM

The meeting was called to order by President Jay Samelak at 5:33 PM.

Roll call was taken and all trustees were in attendance. (C. Feldkamp, C. Gehrke, D. Lawson, S. Legenc, M. Linke, J. Poczatek, and J. Samelak) Also present was Gayle Hazelbaker, Library Director.

**Approval of the Agenda:**

Jay Samelak asked that we add a 13<sup>th</sup> item under the agenda entitled Oath of Office. **Motion:** Stan Legenc moved that agenda be approved as amended. The motion was seconded by Deb Lawson and it passed unanimously.

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

**Minutes from the November 18, 2014 Meeting:** (see attached)

**Motion:** It was moved by Stan Legenc and seconded by Jane Poczatek that the November 18th minutes be approved as presented. The motion passed unanimously.

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

Deb Lawson highlighted #3 of her report. After careful consideration the Finance Committee advised the board that our percentages between unassigned (37%) and assigned (63%) could be adjusted to reflect 25% (unassigned) and 75% (assigned). This recommendation reflects the fact that the TDL Board has historically been very fiscally conservative and the auditor has advised the group that the cushion for unassigned funds could be as little as 25%.

**Motion:** Chuck Gehrke moved that the Treasurer's Report be accepted as presented. The motion was seconded by Matt Linke and it passed unanimously.

**Consent Agenda:** Jane Poczatek asked that the Fund Development report be pulled from the Consent Agenda. **Motion:** It was moved that the Consent Agenda be approved as revised by Chuck Gehrke. Deb Lawson seconded the motion and it passed unanimously.

**Fund Development Report:** Jane Poczatek asked the Board to consider what their comfort level will be in assigning funds to the future renovation project. Grants will be pursued as well but members of the Board need to consider how much are we willing to assign from funds we already have in order to have a comfortable cushion in case of unforeseen emergencies.

Discussion then ensued about the definition of “assigned” and “unassigned” funds. Deb Lawson referred Board members to the GASB 54 Report from the March 2014 meeting for further clarification.

**Friends’ Report-** none

**Director’s Report:** (see attached)

Gayle added two items to her published report.

1. The new Internet Policy is working very successfully. Materials are being returned in record number and it has generated many new library cards being issued!
2. Gayle has been called to jury duty for the months of January and February, 2015.

**Old Business:**

Nominating Committee: Jane Poczatek presented the Board with the slate of officers for the 2015-2016 calendar year .Essentially officers will remain the same as the previous year. (See attached)

**New Business:**

Public relations Policies- Ms. Hazelbaker has reviewed the Public Relations policies and has no recommended changes.

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

**Good of the Order:** none

**Oath of Office:**

President Jay Samelak administered the Oath of Office to returning Board Trustees Gehrke, Legenc, Linke, and Poczatek.

**Adjournment: Motion:** Matt Linke moved the meeting be adjourned. Stan Legenc seconded the motion and it passed unanimously.

Meeting adjourned at 6:22 PM

Respectfully submitted,

Carolyn Feldkamp, Secretary

Next meeting: January 20, 2015

Approved January 20, 2015

