

Approved Minutes

February 12, 2014

Tecumseh District Library

5:30 PM to 6:20 PM

President Jay Samelak brought the meeting to order at 5:30 PM.

Those present were trustees Deb Lawson, Stan Legenc, Matt Linke, and Jay Samelak. Those absent: Carolyn Feldkamp, excused; Chuck Gehrke, excused; and Jane Poczatek, excused.

Also present: Gayle Hazelbaker, library director, and Debbie Gilbey, library administrative assistant.

Approval of the Agenda:

Additions/Corrections to agenda: Remove report from Building & Grounds from Consent Agenda because it is an oral report, move Investment report to New Business, add Cardholder Perks to New Business

Motion: Debbie Lawson moved and Matt Linke seconded to approve the agenda as revised. Motion passed unanimously.

Public Comment: Agenda Items: Kara Prielipp was in attendance and introduced herself to the Board. Kara is a WSU Library Science student who is completing a practicum at TDL. She will be with us through March 2014. Welcome, Kara.

Approval of Minutes:

Motion: Matt Linke moved that the minutes of the January 15, 2014 meeting be approved. The motion was seconded by Debbie Lawson and it passed unanimously.

Treasurer's Report:

Motion: Matt Linke moved to approve the Treasurer's report as presented. The motion was seconded by Debbie Lawson and it passed unanimously.

Consent Agenda:

Motion: Debbie Lawson moved to approve the Consent Agenda as amended. Matt Linke supported the motion and it passed unanimously.

Building & Grounds: The Committee met on February 11, 2014 and reviewed the two bids that were received on the RFP for the soffit and outdoor lighting project. The Building & Grounds Committee recommends Clegg Electric for the job.

Friends Report: Gayle Hazelbaker reported that the Friends met on February 10, 2014. There is \$16,835.94 in their treasury. The Book Sale held on February 1, 2014 raised \$257.85. Members are also excited to sponsor future programming needs as requested by library staff members. The book sales have been very successful in the past months. Planning continues for the Loren Estleman event in April. The Friends are also working on their membership drive and encourage library staff and trustees to become members.

Director's Report: (see attachment)

Old Business:

Strategic Plan: Gayle presented the letter of agreement from Hartzell-Mika Consulting (see attached). It was agreed that Gayle will contact community members to be involved in the process.

Motion: Matt Linke moved to approve the letter of agreement with Hartzell-Mika Consulting, Inc. to facilitate a multi-year strategic plan for the library. Stan Legenc seconded and it passed unanimously.

Soffit and Outdoor Lighting: The Building and Grounds Committee recommends Clegg Electric's proposal at \$8,400.

Motion: Debbie Lawson moved to approve a contract with Clegg Electric. Stan Legenc seconded and the motion passed unanimously.

Fund Balance Resolution: The resolution precedes the policy. The Finance Committee recommends, by 2/3 majority approval, that the Board approves the 4th draft of the resolution (see attached).

Motion: See attached approved resolution.

New Business:

Investment Report: Debbie Lawson reviewed the investment report. See Attached

State of the Library Report: Presented by Gayle Hazelbaker. See Attached.

Finance Policies Review: The Finance Committee has no changes to recommend.

March Meeting Date:

Motion: Debbie Lawson moved that the March 2014 Board Meeting be held on Wednesday, March 19, 2014 at 5:30 p.m. Matt Linke supported and it was passed unanimously.

Cardholder Perks: Gayle Hazelbaker requested that the Board consider that the business perks, for example 5 cent B/W copies and half price FAX, be made permanent for our cardholders rather than giving a perk different perk each month. The consensus was that Gayle will make adjustments to the Library Card policy and bring it to the next Board meeting.

There was no other New Business.

Public Comment: Non- Agenda Items: none

Adjournment: Motion: Matt Linke moved to adjourn the meeting. The motion was seconded by Debbie Lawson and it passed unanimously. Meeting adjourned at 6:20 PM

Next meeting will be March 19, 2014 at 5:30 PM.

Respectfully submitted,

Debbie Gilbey, Administrative Assistant

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