

Approved Meeting

July 9, 2014

Tecumseh District Library

5:30 PM to 6:44 PM

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

Roll call was taken. Those present were Trustees Carolyn Feldkamp, Chuck Gehrke, Deb Lawson, Stan Legenc, and Jay Samelak. Two trustees were excused from attending.: Matt Linke due to work responsibilities and Jane ~~Poczatek~~^{Poczatek} due to vacation.

Gayle Hazelbaker, director, was also in attendance.

Approval of the Agenda: Motion: Stan Legenc moved to approve the agenda as presented. Deb Lawson seconded the motion and it passed unanimously.

Public Comment: Re: Agenda Items: none

It was noted that the Fiscal Year Consent Agenda needed to be included in the agenda. **Motion:** Deb Lawson moved to reopen the agenda. Chuck Gehrke seconded the motion and it passed unanimously.

Motion: A motion to amend the agenda to include the **Fiscal Year Consent Agenda** in the meeting agenda and assign it to item #7 was made by Stan Legenc. The motion was seconded by Carolyn Feldkamp and it passed unanimously.

Minutes from June 11, 2014 Meeting (see attached)

Motion: Chuck Gehrke moved to accept the minutes from the June 11, 2014 meeting as presented. The motion was seconded by Stan Legenc and it passed unanimously.

Approval of Consent Agenda

Motion: It was moved by Carolyn Feldkamp to accept the Consent Agenda as presented. Stan Legenc seconded the motion and it passed unanimously.

Approval of Fiscal Year Consent Agenda: (see attached)

All items on the Fiscal Year Consent Agenda met with the Board's approval. However, there was discussion about changing the meeting date and time. It is sometimes difficult for the accounting firm to get the financial statements ready by the second Wednesday of the month. It was decided to change the proposed meeting date to the 3rd Tuesday of each month. The meeting time will remain at 5:30 PM.

Treasurer's Report: The Finance Committee did not meet in June. Deb Lawson noted that her report included the balance in the Money Market as of June 30, 2014 as \$1,524,154.21. Jay Samelak noted the amount of money left in the budget at the end of the fiscal year as \$151,517.62 (see Accountant's Report- Statement of Revenue and Expenses)

Motion: It was moved by Chuck Gehrke to accept the Treasurer's Report as submitted. The motion was seconded by Stan Legenc and it passed unanimously.

Friends' Report: none

Director's Report: (see attached)

Gayle highlighted the information about the proposed LDFA for the benefit of the trustees' understanding. If Tecumseh is selected to participate in this venture with Ann Arbor, some of the library's tax monies would be captured.. These monies would be money we have not yet collected. The library will have the opportunity to opt out of the LDFA when it is discussed in a public hearing. City manager Kevin Welch assured Gayle he would find ways to filter revenue back to the library. Only three communities will be chosen to take advantage of this opportunity so chances that Tecumseh may be chosen are slim. Gayle will keep the Board apprised when more information is shared with her.

Old Business: Strategic Plan

Trustees shared thoughts about the Strategic Plan. Discussion centered on the vision and mission statements, strategies in the plan, responsibilities of the stake holders, and the time line.

Motion: Stan Legenc moved to accept and adopt the Strategic Plan,(Vision Statement, Mission Statement, Goals, and Strategies) to be completed within four years. Deb Lawson seconded the motion and it passed unanimously.

It was clarified that the Strategic Plan will expire on July 1, 2018.

New Business:

a. Trustee Election- Four trustees will need to submit petitions or pay \$100.00 to the County Clerk's office by August 12, 2014 because their terms will expire at the end of the calendar year. The election will be held the ~~second~~^{first} Tuesday(4th) of November, 2014. **It is imperative that if a trustee decides to not run for reelection, they share this with the Board as soon as possible so that the community will be aware and able to submit petitions by the August 12th deadline.**

b. Committee Assignments- President Samelak suggested that committees include no more than three trustees so that there will not be a quorum established during meetings of committees. He assigned trustees in this way:

Building and Grounds- Stan Legenc, chair, Matt Linke, Jay Samelak

Fund Development- Jane ~~Poczatek~~^{Poczatek}, chair, Carolyn Feldkamp Deb Lawson

Finance- Deb Lawson, chair, Stan Legenc, Chuck Gehrke

Public Comment: Re: Non Agenda Items: none

Carolyn Feldkamp offered to update the Trustee Calendar in the Trustee Manual. She asked Gayle Hazelbaker for assistance. An updated calendar will be presented at the next meeting,

Adjournment: Deb Lawson moved to adjourn the meeting. Stan Legenc seconded the motion. It passed unanimously.

Meeting adjourned at 6:44 PM.

The next meeting will be August 19, 2014.

Respectfully submitted,

Carolyn Feldkamp

Approved August 19, 2014