

Approved Minutes

November 18, 2014

Tecumseh District Library

5:30 PM to 6:37 PM

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

Roll call was taken by Secretary Carolyn Feldkamp. Trustees present were Carolyn Feldkamp, Deb Lawson, Stan Legenc, Matt Linke, Jane Poczatek, and Jay Samelak. Trustee Chuck Gehrke was absent.

Also in attendance were Gayle Hazelbaker, Library Director, and Chuck Harpst, Reference and Local History Librarian.

Approval of the Agenda: Three changes were recommended. Minutes from the Board Retreat were added under minutes from the October 21, 2014 meeting. Board Retreat was added as a discussion item under New Business, and Fund Development was struck from the Consent Agenda. **Motion:** Matt Linke moved that the agenda be accepted as amended. Carolyn Feldkamp seconded the motion and it passed unanimously.

Presentation by Chuck Harpst: A power point presentation of the Clara Waldron Historical Room: A Treasure Trove of Local Historical Resources was presented to the Board by Chuck Harpst. Board members have been entrusted with the task of taking this presentation to community organizations in the future. The first Clara Waldron Room was established in 1974 as a way to preserve the rich heritage of the Tecumseh School District and surrounding area. Chuck familiarized the Board with the wealth of documents which include newspaper articles, records, and photographs that are housed in the historical room. Records of births, deaths, and marriages have taken volunteers over 30 years to accomplish!

Public Comment: Agenda Items: none

Minutes from the October 21, 2014 Meeting:

Motion: Stan Legenc moved to accept the minutes from the October 21, 2014 meeting as presented. The motion was seconded by Deb Lawson and it passed unanimously.

Minutes from the November 16, 2014 Board Retreat:

Motion: Stan Legenc moved to accept the minutes from the November 16, 2014 Board Retreat as presented. Matt Linke seconded the motion and it passed unanimously.

Treasurer's Report (see attached)

One question was asked regarding the Financial Statement- page 3 provided by Masters Accounting, Inc. The amount of unassigned funds is listed as \$1,181,874.00, a number that does not seem accurate. Deb Lawson will look into this and report back next month. **Motion:** A

motion was made by Jane Poczatek to accept the Treasurer's Report as presented. Stan Legenc seconded the motion and it passed unanimously.

Consent Agenda:

Motion: Matt Linke moved to accept the Consent Agenda as presented. Stan Legenc seconded the motion and it passed unanimously.

Friends' Report Gayle Hazelbaker reported that the Friends had \$19,684.67 in their treasury as of October 31, 2014. They have written a check to the library in the amount of \$14,000 for the purchase of shelving in the Children's area. This generous gift was in keeping with the purpose of the Friends' group: to support the library and it is most appreciated.

In other news, the group will host a Holiday Sing- Along December 17th from 2-3 PM. They continue to plan a Murder Mystery night sometime in April. They are actively seeking new members.

Director's Report: (see attached)

There were no additions to Gayle's report but she provided clarification as to why it was necessary to hire an electrician to fix some light fixtures in the entrance way to the library.

Old Business:

Nominating Committee: Jane Poczatek reported that the committee has begun their work to finalize a slate of officers to be presented to the full board next month.

New Business:

Holiday Gathering: Board members and Gayle Hazelbaker will gather at Carolyn Feldkamp's home after next month's Board meeting (December 9th).

Retreat: The work accomplished at the recent retreat was discussed. It is hoped that the wish list can be presented to architect Michael Nicklowitz from Adrian Design Group soon. Perhaps he will be able to return to the Board in January with a revised plan.

Public Comment: Non Agenda Items: none

Good of the Order:

President Jay Samelak brought an oversight regarding the recent election to the Board's attention.. All four candidates were listed as running for 4 year terms. The term filled by Chuck Gehrke should have been a two year term, expiring in 2016. Gayle will consult with our lawyer to see how this can be rectified.

Gayle also said she had consulted the lawyer if it's okay for the library to request birth dates when issuing new library cards. A patron had disputed this formality. Board lawyer, Ann Serynek, confirmed the practice was legal.

Adjournment: The meeting adjourned at 6:37 PM.

Respectfully submitted,

Carolyn Feldkamp

Secretary

Approved December 9, 2014