

Approved Minutes

September 16, 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. Those present were Trustees Carolyn Feldkamp, Deb Lawson, Stan Legenc, Matt Linke, Jane Poczatek, and Jay Samelak. Trustee Chuck Gehrke was absent.

Gayle Hazelbaker , library director , was also present.

**Approval of the Agenda:** It was noted that the auditor, Alan Panter, was unable to attend due to illness. Chuck Harpst was also not able to attend. **Moton:** Carolyn Feldkamp moved that we accept the agenda as amended. Matt Linke seconded the motion and it passed unanimously.

**Presentation of 2013- 2014 Audit:** Tabled until the October meeting.

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

**Minutes from August 19, 2014 meeting:** (see attached) **Motion:** Stan Legenc moved that the minutes from August 19, 2014 be approved as presented. Deb Lawson seconded the motion and it passed unanimously.

**Treasurer's Report:** (see attached) Deb Lawson highlighted some of the items on her report. The Finance Committee would like all Board members' suggestions on content to be included in a new Rainy Day Fund policy. ( See Finance committee Report- #6)

Gayle also reported that she had heard from our auditor and it is all right for us to establish an eBay account to sell donated books. The procedure established to collect overdue materials using the collection agency, Unique Mgmt. was also explained. Deb was asked if there had been any problems for our accounts during the change- over from UBT to Old National. Deb and Gayle reported that the adjustment was minimal.

**Consent Agenda: Motion:** Deb Lawson moved to accept the Consent Agenda as presented. The motion was seconded by Jay Samelak and it passed unanimously.

**Friends' Report:** (see attached)

The Mystery Theater date planned for later in the fall has been postponed until there can be more participation.

National Friends' Week will be October 19<sup>th</sup> - 25<sup>th</sup>. Deb Lawson is creating a gift for them that will be presented at their October meeting; Oct. 13<sup>th</sup> at 6:30 PM. Trustees on the Board will provide refreshments for the evening. **TDL trustees are encouraged to attend so that appreciation for Friends' efforts for the library can be expressed.**

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

Gayle has received an okay from the auditor to set up an eBay account. She is now devising a form to use for the process. **Motion:** Jane Poczatek moved that the director be given the authority to establish an eBay account with the purpose of selling unwanted books donated to the library. Funds from these sales will be placed in the library's Sunshine account. Matt Linke seconded the motion and it passed unanimously.

Gayle reported she has a conflict with December's meeting date (Dec. 16<sup>th</sup>). It was decided to change the meeting time. **Motion:** Deb Lawson moved that December's meeting date be changed to December 9<sup>th</sup>, 2014. The motion was seconded by Stan Legenc and it passed unanimously.

**Old Business:**

**Board Calendar-** (see attached) Board members looked over the revised calendar and made suggestions for further revisions. Gayle will hand out the newly revised calendars at next month's meeting.

**Smart Zone TIF-**(see attached) Jay passed out two documents- Enrolled House Bill No. 5766 and sample TIF capture scenarios. According to House Bill 5766, the city is within their rights to capture monies from the library's revenues because the money will go to a technology park. (See pg. 6, Sect. 4, part 3). The library cannot opt out. Library monies captured for this endeavor seem to be minimal and the project will be beneficial for the community as a whole.

**New Business-**

Chuck Harpst will join the Board at December's meeting for his presentation.

**By-Laws:** There are some discrepancies in the wording of by-laws pertaining to when the annual meeting should occur. (See Article II, section 3 and Article 4, section 3) President Samelak suggested we wait until after November's election to change the By-Laws. The executive committee will take it under advisement and it will be revisited by the entire Board after the first of the year. Perusal of the wording of these sections led to a spirited discussion as to when new trustees should be required to sit on the Board- in January when the new year begins or in December, the month after they are elected.

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

**Good of the Order:** Trustee Legenc shared statistics from a study from the Pew Organization which reported library attendance of different age groups. Trustee Linke asked about the progress of digitizing documents generated by the library. Gayle Hazelbaker, library director, said we can read documents from Board meetings, forms and staff minutes in google docs.

**Adjournment:** Deb Lawson moved to adjourn the meeting. Matt Linke seconded the motion and it passed unanimously. Meeting adjourned at 6:37 PM.

The next meeting will be October 21, 2014 at 5:30 PM.

Respectfully submitted,

Carolyn Feldkamp

Secretary

Approved October 21, 2014