

Minutes of the Tamarack District Library Board of Trustees Regular Meeting

April 21, 2016

6:00 PM

Tamarack District Library

Call to Order: The meeting was called to order at 6:10 by Board President Cheri Chapin.

Present: Board members Cheri Chapin, Cindi Gigowski, Kathy Nerychel, Pat Hinrichs, Diane Robson, and Cathy Ackerson; Library Director Hope Nobel.

Absent: Sue Draper

Approval of Minutes: A motion to accept minutes of the February 18 meeting was made by Hinrichs. Motion carried.

Public Comment: None.

Financial Report: Nobel submitted a report of the fiscal year to date for the Board's review, and noted that the Construction Loan ACH Fund and other non-operating income and expense is now reflected in a separate report from the operating income and expense report.

Communications: None.

Committee Reports:

- **Budget & Finance:** Met Wednesday, April 13. Gigowski presented the report in Draper's absence. The committee made the following recommendations:
 - o **Possible sale of downtown lot:** After discussion, Nobel was authorized by consensus of the Board to inform the Lakeview DDA via Jake Eckholm, Lakeview Village Manager, of the Board's interest in selling the library's downtown lot to the DDA.
 - o **Accounting practice tracking Grants/Gifts/Friends:** Nobel presented an example of the reporting capabilities now set up for tracking special project monies.
- **Policy & Public Relations:** Did not meet; no report.
- **Facilities & Grounds:** Did not meet; no report. Nobel and Hinrichs met informally to discuss possible future projects on the library grounds and in the library, to be discussed under new business.

Director's Report:

- **Meetings:** Nobel has attended TDL Friends of the Library and various Lakeland Library Cooperative meetings, and has met with her Library of Michigan mentee. She presented to the Lakeview Seniors and met with Great Start Montcalm County, Jake Eckholm, and Montcalm County Library Directors planning One Book One County. The members of the Board are invited to the One Book One County unveiling on Thursday, May 19.
- **Library Services:** Nobel and staff member Linda Keeler met with the Commission on Aging to work on forming a partnership for home delivery of library books. Plans for that are moving forward well.
- **Education & Development:** Nobel has been accepted into the MLA Leadership Academy, and was granted funds from the Library of Michigan to pay for the academy, making it unnecessary to use the equity funds approved by the Board at a previous meeting. The Library of Michigan also granted money to cover costs for staff members attending the MLA Rural Libraries conference at the beginning of May. Nobel & staff member Mary Russell have continued to invest time in learning more about Quickbooks and how it can be optimized for the library's purposes. The library was closed on February 29 for a staff development day; Nobel gave a brief overview of the day's activities.

Old Business:

- **Vacant Board Seat:** Nerychel expressed concern that the seat be filled as soon as possible. Nobel has been in contact with Superintendent Kyle Hamlin, who is willing to take suggestions from the library. Nobel will email the Board a list of the townships from which a trustee can be appointed by the School Board.

New Business:

- **Notes from Nerychel & Hinrichs on Trustee Workshop:** The workshop was very much enjoyed, for the beautiful library at which it took place and for the quality of the presentations. The focus was primarily upon FOIA and the Open Meeting Act, and items regarding both were shared and discussed with the Board. It was recommended that each Board member have an email account solely for Board business. Nobel will assist in setting those up. After discussion, Hinrichs moved that the library trustees attend the Friends of the Library meetings on a rotating basis in the interest of staying informed and showing support. Motion carried.
- **Long range planning meeting:** The meeting is scheduled for the 23rd from 4 – 9, and Shirley Bruursema has agreed to come and moderate our brainstorming and planning sessions. The library will pay her traveling expenses, and Nobel will ask the Friends of the Library to provide funds for a catered evening meal. Gigowski moved that the Board’s regular meeting be moved to the 23rd of May at 4:00, due to scheduling conflicts for the normal date. Motion carried.
- **Project discussion:** Nobel asked for preliminary input on the following three ideas for development of library property:
 - o **Storywalk:** A pathway connecting the sidewalk along Lincoln to the Garden Entrance, to include benches as well as the storybook installations.
 - o **Café:** Installation of an industrial-quality Keurig machine, counter, and sink in replacement of the malfunctioning drinking fountain in the foyer area.
 - o **Basement Entrance:** Remodel the Study Room #2/Employee entrance area to allow public ingress and egress to the basement.

The Board was unanimous in support of all three ideas. Nobel asked Board members to individually rate which of the three projects seemed highest priority to them. She will proceed, with possible assistance from the Building & Grounds Committee, to research the feasibility of all three, with the end in view of returning to the Board with a recommendation for the best way to proceed. Nobel also informed the Board that when asked for their input the Friends of the Library were most enthusiastic in their support of the Basement Entrance project; they’ve expressed willingness to underwrite the project, and have asked Nobel to research costs in order to bring it to a vote at the next regular Friends of the Library meeting.

Executive Session: None.

Next Meeting: May 23, 2016, 4:00 p.m.

Adjournment: Motion to adjourn made at 7:50 by Nerychel. Motion carried.

Signed as approved: _____
Recorder Date

Signed as approved: _____
Meeting Chair Date