

Tamarack District Library Board of Trustees Regular Meeting - Minutes

August 20, 2015

6:30 PM

Tamarack District Library

Call to Order: The meeting was called to order at 6:30 by Board President Cheri Chapin.

Present: Board members Cheri Chapin, Pat Hinrichs, Cindi Gigowski, Kathy Nerychel, Jody Warner, Sue Draper, and Cathy Ackerson; Library Director Hope Nobel.

Absent: Janet Johnson

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

Financial Report: Nobel submitted reports of the last and current fiscal years, as well as an overview of the loan account, community foundation funds, and current CDs held by the library.

Public Comment: Janet Culey gave a project and progress report for the Friends of the Library. The Friends are planning a book sale and cupcake sale for October 8-10, and have set tentative dates for Celebration of the Seasons Nov. 30 – Dec. 9.

Communications: Letters were received from Lee Boerma and the Lakeview Area Community Fund.

Committee Reports:

- **Budget & Finance:** Report presented by Draper, chair. The committee met on Monday, August 17, and brought a number of recommendations to the Board. Hinrichs moved that the Board authorize adding Nobel to the loan account at Chemical Bank. Motion carried. Hinrichs moved that the Board authorize Draper to cash out the CD maturing on August 31, with the understanding that the funds will be used for proposed building renovations, if accepted, with the remainder to be used as a principal payment on the loan. Motion carried. After discussion, the Board concluded that multiple designated contingency accounts are redundant, and a single contingency account is sufficient; Gigowski moved the Board direct Nobel to merge the other accounts accordingly. Motion carried. Nobel reported the results of her research into an appropriate amount of funds to have available in the operating and loan accounts, and recommended that excess monies in both accounts be applied toward the loan. Draper and Nobel will look at this more closely and bring a recommendation to the next meeting.
- **Policy & Public Relations:** Did not meet; no report.
- **Facilities & Grounds:** Report presented by Hinrichs, chair. The committee met on Thursday, August 13 to discuss proposed renovations to the rear of the library. Nobel presented a diagram of plans with a proposed budget. Draper moved to authorize Nobel to move forward with the project and budget as presented, using Padden memorial funds, the current building fund, and CD monies. Motion carried.

Director's Report: Nobel gave a presentation regarding the library at the Village of Lakeview August monthly meeting, and plans to schedule more presentations at other supporting local government meetings in the coming months. She met with the Montcalm County librarians, with whom plans for next year's "One Book One County" are moving forward. The library's music collection has been sorted and labeled into genres, a puppet theatre has been purchased and installed near the children's area using Friends of the Library funds, and Nobel hopes to hire someone soon to design an early literacy program.

Old Business: none

New Business:

- **Trustee Workshop:** Chapin, Hinrichs, and Nerychel are all interested in attending the workshop. Its focus on planning will be invaluable as the library continues work on a long range plan. Hinrichs asked Nobel to email more information in the coming weeks.
- **2015 Tax Rate Request:** Gigowski moved that the 2015 Tax Rate Request be approved and signed as presented. Motion carried, and Chapin and Hinrichs both signed the document. Nobel will submit it to the proper authorities.
- **Election of officers:** Nobel served as chair for the election of officers. Hinrichs nominated Chapin for President of the Board, and Nerychel as Vice President; Gigowski nominated Hinrichs as Board Secretary; Chapin nominated

Draper as Board Treasurer, and moved that the nominations be closed and the slate accepted as presented. Motion carried.

Executive Session: Hinrichs moved at 7:55 that the Board go into executive session. Motion carried. Draper moved that the Board come out of executive session at 8:02. Motion carried. No action was taken in executive session.

Next Meeting: September 24, 7:00

Adjournment: Motion to adjourn made at 8:03 by Gigowski. Motion carried.

Signed as approved: *Hope Noble* *11/24/15*
Recorder Date

Signed as approved: *Cheri Chapin* *9-24-15*
Meeting Chair Date