

# Minutes of the Tamarack District Library Board of Trustees Regular Meeting

February 18, 2016

6:00 PM

## Tamarack District Library

**Call to Order:** The meeting was called to order at 6:15 by Board President Cheri Chapin.

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

**Absent:** Diane Robson, Cathy Ackerson

**Approval of Minutes:** A motion to accept minutes of the December 17 meeting was made by Gigowski. Motion carried.

**Public Comment:** None.

- **Garden Entrance Project:** Nobel noted that contractor Jordon Selesky submitted an invoice at year end, some time after the project was complete and all invoices from this vendor had been declared to be sent. This changed the totals from the project as previously reported to the Board. Nobel requested direction from the Board how best to proceed, as overflow funds have already been allocated to the additional loan payment. Hinrichs moved that the amount of the invoice, \$3,776.81, be taken from the library's contingency fund to pay this bill and that the loan principle payment remain as previously decided. Motion carried.

**Financial Report:** Nobel submitted a report of the fiscal year to date for the Board's review.

### Communications:

- **Warner Resignation:** Nobel read the letter of resignation tendered by Jody Warner, citing time conflicts and health issues. The Board expressed their appreciation for her service, and best wishes for improved health for Jody and her family.
- **Auditor Representation Letter:** Was received and signed in December by Nobel and Draper.

### Committee Reports:

- **Budget & Finance:** Met Thursday, February 11.
  - o **2014-2015 Audit:** Copies of the audit were distributed to the Board. Nobel highlighted a few areas for improvement in the future, but noted that the audit cited neither material internal control issues nor operating inefficiencies. Nobel commended Russell for her excellent assistance in improving the library's bookkeeping practices over the last year, and the Board expressed appreciation to both Nobel and Russell in achieving a clean audit. Motion made by Hinrichs to accept the audit. Motion carried.
  - o **Bank signature card:** The committee recommended that an additional board member be added to our operations checking account signature card, as Janet Johnson was a signer but is no longer a trustee. Gigowski agreed to serve in this capacity. Motion made by Draper to remove Janet Johnson from all signature cards, and add Cindi Gigowski to the operations checking account card. Motion carried.
- **Policy & Public Relations:** Did not meet; no report. Chapin intends to ask Robson to serve on this committee.
- **Facilities & Grounds:** Did not meet; no report. Nobel suggested that the committee could consider meeting before our next meeting.

### Director's Report:

The library has received the first restitution check from a B & E which occurred in 2006. Nobel has been chosen to present at the Rural Libraries Conference in May. The Winter Reading program has been geared toward all ages this year for the first time, and has been a success. The Governor of Michigan has released his budget, which increases revenue for libraries. This revenue is mainly in the form of grant monies available, although there is a small increase in state aid as well.

**Old Business: Trustee Workshop Report:** The Board hopes to begin viewing brief webinars at each future meeting.

**Executive Session:** none.

**New Business:**

- **Staff development:** Nobel informed the Board of a number of staff development opportunities available to the library at this time, including a Leadership Academy to which she can apply, and asked that extra-budgetary funds be made available in order to pursue these opportunities. Draper moved that \$2,000 from the library's contingency fund be made available for purposes of staff development. Motion carried.
- **Ken & Aletha Sutherland Family Fund:** Total available grant monies at this time are \$2,751. The library has received a quote to install equipment to make the library's existing sound system operational, and Nobel recommended to the Board that the Sutherland funds be made available for that purpose. Gigowski moved that the total grant monies be applied for, and that the funds be used for a library sound system. Motion carried.
- **Board Vice President:** It was necessary to replace this officer, as Johnson is no longer on the Board. Hinrichs nominated Ackerson in absentia. The Board voted to appoint Ackerson, provisional upon her acceptance of the nomination. Nerychel abstained. Motion carried.
- **Ad hoc benefits committee:** Tabled.
- **Board meeting scheduling discussion:** Nobel asked for feedback from the Board on the possibility of meeting every other month, with the off month being used for such items as committee meetings and long range planning. Discussion will be ongoing.
- **Long range plan:** At the Board's request, Nobel will attempt to find a date separate from the Board meetings at which every trustee can be present. When such a date is found, Nobel will also attempt to find a facilitator for our long range planning discussions.

**Next Regular Meeting:** April 21, 2016, 6:00 p.m.

**Adjournment:** Motion to adjourn made at 7:35 by Nerychel. Motion carried.

Signed as approved: Hope Nobel 4/21/16  
Recorder Date

Signed as approved: Cheri Chapin 4-21-16  
Meeting Chair Date