

Minutes of the Tamarack District Library Board of Trustees

Regular Meeting, January 18, 2018, 7:00 p.m.

Tamarack District Library

Call to Order: The meeting was called to order at 7:05 by Board President Diane Robson.

Present: Board members Kathy Nerychel, Cathy Ackerson, Sue Draper, Nancy Parsons, Pat Hinrichs, and Diane Robson; Library Director Hope Nobel; Friends of the Library President Janet Culey.

Absent: Tim Rasmussen, Cheri Chapin

Approval of Minutes: Motion by Draper to approve minutes as presented. Motion carried.

Friends of the Tamarack District Library (FoTDL) Update: Culey informed the Board of a successful Celebration of the Seasons fundraiser in December, raising a total of \$6,336.00 for the library. FoTDL would like to apply for a grant to help offset Birthday Club expenses, and Nobel offered to assist with that process.

Public Comment: None.

Financial Report: Nobel submitted a report of the fiscal year to date for the Board's review. An expanded format has been adopted per auditor's comments.

Communications: A letter was received and filed from the Michigan Department of Treasury regarding the library's audit. Nobel drafted a response, which was also submitted for review.

Committee Reports:

- **Budget & Finance:** Met on Wednesday, January 3 at 11:15. A report by Draper was received and filed.
- **Policy & Public Relations:** Scheduled meeting was cancelled due to illness.
- **Facilities & Grounds:** Met on Wednesday, January 3 at 1:00. Discussed renovation plans for the children's area and preliminary plans for the library's back lot. A funding campaign will be necessary to pursue the latter. Nobel suggested that all members of the Board brainstorm this. Nerychel suggested an article in the newspaper.
- **Director's Report:** Nobel gave a brief report of upcoming programs. Hinrichs asked if staffing levels are adequate at this time; Nobel answered in the affirmative.

Old Business:

Downtown lot sale to DDA: Waiting on paperwork from the Village of Lakeview.

Policy Review-second reading: Hinrichs moved that the policy submission be approved as submitted. Motion carried.

New Business:

- **Library Audit:** Hinrichs moved that the audit be accepted as presented. Motion carried.
- **Updated Board Information:** Nobel distributed an updated list of Board members with phone numbers, physical addresses, and email.
- **Review of Long-Range Plan:** The first section of TDL's Development Plan goals was reviewed and discussed. It was decided by consensus to revise the plan to reflect items that have been completed, and perhaps break down larger goals in more detail. The second and third goals of the plan will be reviewed and discussed at a future meeting.
- **Director Evaluation:** Nerychel requested that this item of business be added to the agenda. Various members of the Board expressed a desire to review and possibly revise the evaluation form before beginning the review process. Nobel will email the form to all members for review. Suggested changes should be sent to either Nobel or Robson for inclusion in a revised form to be discussed at the February meeting. Board member director review forms will be due to Robson before the April meeting.

Next Meeting: The next regular meeting of the Board is scheduled for February 8 and will be at 7:00.

Adjournment: Motion to adjourn made at 8:20 by Parsons. Motion carried.

Signed as approved: _____
Recorder Date

Signed as approved: _____
Meeting Chair Date