

**Community District Library Board of Trustees
Regular Board Meeting Minutes
Administration Office**

January 24, 2018

Opening

The regular meeting of the Community District Library Board of Trustees was called to order at 7:00 p.m. on January 24, 2018 by Board Chair Diane Lahmann.

Present

Dana Horn, Diane Lahmann, Judy Bowers, Patty Fraser, Geraldine Hagadon, Tom Chaput and Karen Hornus

Absent: John Sedlock.

Also present: Jami Cromley, Linda Hudecek.

- **Approval of agenda:**
Motion made by K. Hornus to approve the agenda, with the addition of C: O’Berry Trust Fund, seconded G. Hagadon, all yeas, motion accepted.
- **Approval of minutes:**
Motion made by G. Hagadon to approve the December 18, 2017 regular minutes, seconded by T. Chaput, all yeas, motion accepted.
- **Approval of motion to accept the current budget report**, dated January 2018, forwarded from Budget and Finance Committee, motion accepted.
- **Approval of payment of bills**, (checks #6038-6065) in the amount of \$ 12,885.49 motion accepted.

Citizen comments: None.

Communications Received: None.

Old Business:

- A motion to approve the 2016-17 audit was made by: D. Lahman, and seconded by J. Bowers, motion accepted.

New Business:

- Directed by a letter from attorney T. Bridges, Jami has prepared documents requiring board signatures for the creation of an Endowment Fund, which specifies how the O’Berry Family Trust Funds are to be administered and used in the future and in compliance with the trust. The document is also intended to cover any future fund gifts that may be given to the Community District Library and maintained separately from the O’Berry Trust funds. Motion to create the Endowment Fund was made by: G. Hagadon and seconded by T. Chaput, motion carried.

- Jami provided board members with the inventory of items needed for the new library branch in Shiawassee Township, this list includes shelving, tables and chairs, and will be ordered when a completion date is set for the new building. Motion to approve purchase was made by: G. Hagadon and seconded by D. Horn, roll call vote, motion carried.
- Discussion of the safe keeping of the O'Berry Funds as well as the Reserve Fund for Community District Library was discussed. The general consensus and advice from Chris Willerer, a Raymond James Financial Advisor is to create 2 investment accounts for those funds. Motion was made to accept a resolution to create an investment account for the O'Berry Trust Funds through Raymond James by: D. Horn and seconded by T. Chaput, motion carried. Motion was made to accept a resolution to create a second investment account for the Community District Library Reserve Funds through Raymond James by: T. Chaput and seconded by G. Hagadon.

Directors Report:

- Income tax forms will arrive as they become available from the IRS. The opening of tax day is January 29th and forms are slower to arrive this year due to change tax laws late in the year.
- Jami reported STEM project and Maker Kits are now available to patrons and early stats show a nice response. Each branch has 10+ kits of various STEM activities.
- Programming for this year's Summer Reading will begin this week, with lots of other events already scheduled for all branches.
- Jami updated the board on the fundraising efforts by Sue and Cathy as well as the Friends group to help supplement the purchase of new carpet at the Corunna Branch.
- Staff at the Perry branch are researching options to freshen up the children's area with new shelves and furniture and the possibility of adding a teen room in the back of the library.
- The seed library collection will continue for a second year this spring.

Citizens Comments: None.

Board Comments: None.

Adjournment: 7:48 p.m.

Recorded by: L. Hudecek