

# **WILLIAMSTON COMMUNITY LIBRARY FOUNDATION**

## **Meeting Minutes**

14 June 2006

The regular meeting of the Williamston Community Library Foundation was called to order at 7:05 p.m. on 14 June 2006, in Williamston, Michigan, at the Annex behind the Library, by Susan Graff, President.

Trustees present: John Brazier, Jeff Bartrem, Susan Graff, Julia O'Connor, Wendell Proudfoot, Fran Schaffert, Dan Slider.

Trustees absent: Ed Noonan, Brian O'Connell

Attendees: Marlene Epley, Leo Sheets

Minutes of the 24 May 2006 meeting were unanimously approved as distributed. Motion to approve was made by Fran Schaffer. Motion seconded by John Brazier.

Treasurer report: Republic Bank checking balance is \$8968.

### **NEW BUSINESS**

Susan presented the need for officer and trustee job descriptions. Job descriptions help to clarify the responsibilities of each person, help prevent redundancy of work and efforts (the same thing being done by two different people independent of each other), and clarify responsibilities and expectations for prospective and new appointees. Marlene volunteered to work with Susan to draft job descriptions.

### **OPEN ISSUES**

Fundraising Committee Report was distributed by Marlene.

Jeff reported that to date, Ernie St. Pierre has not been successful in getting a response from the owner of the Accubite Building. Ernie will continue to attempt to make the contact. Dan stated that he found out the asking price is \$3M.

Susan announced that the Friends of the Williamston Library will hold a book sale on Friday and Saturday of the Jubilee (23 and 24 June).

Susan distributed copies of the letter from the Credit Committee of Capitol National Bank regarding the purchase of the 226/304 West Grand River, Williamston, property. Discussion followed about the two year balloon and financing options. Susan pointed out that two years is enough time to determine if there is enough community support to continue with the library building project. A motion was made by Jeff to authorize Susan to sign the letter. The motion was seconded by Julia and unanimously approved by roll call vote.

The e-mail services for mass mailing of a newsletter is not yet resolved. The company Stream Send is being considered. Marlene instructed Susan to proceed at resolving the issue.

Jeff initiated a discussion about financial accounts. He suggested that a dedicated account be opened with Capitol National Bank for all fundraising profits, donations, etc. Susan moved to have Jeff

investigate opening an account with ability to hold dedicated funds separately. Fran seconded the motion and the motion was unanimously approved by voice vote.

Julia motioned to direct Wendell to pay for the brochures, when the bill is received. Jeff seconded the motion and the motion was unanimously approved by voice vote.

Marlene announced that she had brought the WCLF shirts to the meeting and the cost is \$10 per shirt. Everyone picked out a shirt and threw their money at Wendell.

Susan opened a discussion regarding event insurance coverage. Current liability insurance is limited to the house and the renters. Leo reported that DeRose of Williamston quoted a price of \$500 per year. Due to the corporation status of WCLF it is not absolutely clear if event insurance is needed and if so, how much is needed and exactly what it would cover. Jeff volunteered to consult with Mark Adams about the legalities of having or not having event insurance. Marlene stated that she believes it is important that whenever possible, WCLF purchase insurance from a Williamston provider. Susan responded that the current agency is located in East Lansing but that the agent lives in Williamston. Susan motioned to direct Jeff and Leo to pursue investigating event insurance. Fran seconded the motion and it was unanimously approved by voice vote.

Wendell reported that at the present rate of spending and with monthly rental income, a year from now WCLF will have a decreased financial balance of approximately \$4000.00.

Fran brought up the encroachment of the property on the West side of the WCLF site. It is believed that the new owner, Scott Simons, does not know that this is an issue and Fran suggested that WCLF send a letter to him about it. Leo said that he believes it is necessary for WCLF to acquire the small lot to the east that is currently occupied by Cut and Curl. He suggested that we WCLF approach Mr. Simon with a proposal of a property swap, the encroached property for the Cut and Curl property. Susan will contact Mr. Simon about purchasing Mediterranean Dinner tickets and talk with him about the encroachment and a possible swap.

Fran announced that the Red Cedar Garden Club of Williamston will be donating \$1000.00 to the WCLF building fund.

Dan Slider announced that he will be stepping down as Vice President effective 1 July, 2006.

The meeting was adjourned at 8:25 p.m. by Susan Graff. The next general meeting will be at 7:00 p.m. on 12 July, 2006 in Williamston at the Annex behind the library.

Minutes submitted by: Marlene Epley