

MEETING MINUTES

WILLIAMSTON COMMUNITY LIBRARY FOUNDATION

BOARD OF DIRECTORS

Wednesday, 9 July 2008

MEETING LOCATION:

Williamston Community Library Foundation Office, 201 School Street, Room 26, Williamston, Michigan.

CALL TO ORDER:

The meeting was called to order at 7:00 p.m. by President, Frank Kolasa.

DIRECTORS PRESENT:

John Brazier, Marlene Epley, Susan Graff, Frank Kolasa, Julia O'Connor, Fran Schaffert.

DIRECTORS ABSENT:

Jeff Bartrem, Fred Campbell, Tom Clay.

INTRODUCTIONS/OTHERS PRESENT:

Veronica Beecroft, Capital Area District Library; Nick Quiring, Ryan Schirmang, Leo Sheets.

PUBLIC COMMENT:

None

MINUTES OF 11 JUNE 2008 MEETING:

Motion by **Fran** to approve minutes as written. None opposed. **Motion passed by voice vote.**

TREASURER REPORT:

Report not available. It was noted that a \$10,014.35 was received from Capitol National Bank for closing the account. The total amount in the account had been \$10,314.35 but \$300 was deducted to pay appraisal fees.

ANNOUNCEMENTS:

Marlene announced an upcoming City of Williamston Public Hearing for the outdoor patio at Gracie's Place and for sandwich boards in the downtown business district.

Fran announced that the new Delta Township Library is open and will be holding an information session with the architect. The session is open to the public.

CADL:

Sue Hill, CADL Director, phoned Frank and discussed setting a meeting between representatives of CADL Board and representative of WCLF Board to discuss the WCLF proposed Resolution for Participation in the Capital Area District Library Capital Improvement Plan. Frank will call Ms. Hill

and schedule a meeting. Participating representatives from WCLF will be Frank, Fran, Marlene and Susan.

WCLF PROPOSED RESOLUTION FOR PARTICIPATION IN THE CAPITAL AREA DISTRICT LIBRARY CAPITAL IMPROVEMENT PLAN:

Fran thinks it should be softened.

Frank explained that the document is meant to serve as a framework to start a discussion with CADL. It was agreed that the meeting between CADL and WCLF (referenced above) should take place before WCLF adopts a resolution.

It was agreed to table the resolution. If the millage passes, the resolution will be on the August meeting agenda. If the millage doesn't pass there will not be a need to take up the issue again for the time being.

CADL BOARD OF DIRECTOR:

Discussion regarding how CADL Board members are elected. Marlene pointed out that the information is in the packet that was distributed for the June WCLF Board meeting. Marlene has sent an e-mail to Randy Schaffer requesting information about where each of the CADL Board members reside. Frank indicated that this subject will be on the agenda for the WCLF meeting with CADL.

AUGUST FIRST FRIDAY IN WILLIAMSTON - DOG DAYS:

WCLF will have an information table, probably in the park. We should also have people walking around town handing out our book marks. All WCLF people who attend will wear WCLF shirts. Fran and Julia will take charge of the information table. Marlene suggested that we conduct a drawing for a couple of books about dogs. Susan will supply the books.

LABOR DAY WILLIAMSTON BRIDGE WALK:

The last two (2) years, immediately following the walk, WCLF has served a complimentary chili lunch on the WCLF property. It was decided to do it again this year. Last year Merindorf Meats donated the mild chili and Marlene made the hot chili. Marlene will take charge of the chili again this year. All other board members will need to supply fruit and cheese trays, crackers, possible corn chips, and beverages. There are a few bottles of Michigan Brewing Company Root Beer, left from the *Taste of the World Dinner*, for which we will need coolers and ice. We have enough eating utensils, napkins, plate and bowls on hand.

Nick suggested drawing the footprint of the library on the ground for the event.

VOLUNTEER COORDINATOR:

Frank suggests approaching Doug Showers. Mr. Showers is retiring from HDI Buildings. Leo noted that Judith should be involved in the selection process because the Building Committee will work very closely with the Volunteer Coordinator. Frank will talk with Mr. Showers and if he agrees to consider the position, Frank will turn it over to Judith and the Building Committee to interview Mr. Showers.

If Mr. Showers indicates that he is not interested, the Board needs to be thinking of other possible candidates for the position.

CHARGE TO PUBLIC RELATIONS/MARKETING COMMITTEE:

Copies were distributed of a document that was supplied by Jan Quiring, which lists responsibilities of this committee. All Directors are to review the document and bring it back to the next meeting with suggestions for creating a Job Description for a Public Relations/Marketing Committee.

NOMINATING COMMITTEE:

Terms of five WCLF Directors will expire in January: Frank, Fred, John, Marlene, and Tom.

WCLF Bylaws prescribe that the Nominating Committee shall have three (3) members: One (1) must be a current WCLF Director, no more than two (2) shall be current WCLF Directors. Susan and Fran volunteered to serve on the committee. Frank said that we must have the third person on the committee by the 13 August Board meeting.

Frank noted that all directors are responsible for recruiting more directors.

WCLF BYLAWS:

Frank has not yet contacted Michigan Non-Profit Association regarding obtaining an opinion or a review of the bylaws.

SPEECHCRAFT CLASSES:

Leo and a volunteer from Michigan Department of Transportation Toastmasters will conduct a Speechcraft Class for WCLF Board and other interested persons. The purpose of the training will be to help people make effective public presentations, especially as presentations relate to the WCLF Capital Campaign. The course will meet once a week for 6 to 8 weeks and the sessions will last from 1 to 2 hours. The cost for each individual will be \$20 for a manual and a portion to cover the volunteer trainers transportation costs. Ten (10) to 15 people would be a good size class. Marlene will gauge interest and arrange.

WCLF BOARD COVENANT:

Frank distributed copies. Signing is optional for current directors. It is mandatory for anyone new joining the board.

SALES TAX LICENSE:

Next meeting.

REPORTS:

- **Susan - *Tastes of the World Dinner*:** Written report submitted. Individual donations replaced the underwriting donation that was withdrawn from Capitol National Bank. Susan recommends that the Chairperson for the next dinner be in place by October. Ticket sales continue to be difficult to manage. Susan will draft written procedures.
- **Leo - Demolition:** Habitat has removed everything except wiring and panel boxes - waiting for Detroit Edison to disconnect power. Consumers Energy is not responding to requests to remove gas service. If it isn't done by Thursday Leo will make a complaint with the Public Services Commission. Mark Stevens will be able to complete the work within 2 or 3 days after the utility disconnects have been completed. The cut stone foundation blocks will be set on a trailer and hauled to the Epley-Sheets residence for storage.
- **City Council** appointed Mark Moody to fill the position that was vacated by Dick Couterier.
- **Williamstown Township:** No report

- **Wheatfield Township:** The former Treasurer is being charged.

PUBLIC COMMENT:

Ryan is now working and living in Detroit. Nick and Ryan spent some time on the site today.

ADJOURNMENT: 8:50 p.m.

Respectfully submitted,

Marlene Ann Epley

APPROVED by WCLF BOARD OF DIRECTORS: