

MEETING MINUTES

WILLIAMSTON COMMUNITY LIBRARY FOUNDATION

BOARD OF DIRECTORS

Wednesday, 11 June 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:

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

DIRECTORS ABSENT:

Tom Clay (cruising the Mediterranean!)

INTRODUCTIONS/OTHERS PRESENT:

Chris Kennedy, Presenter; Sheryl Knox, CADL Technology Director; Carl McIntosh, WCLF Building Committee; Sandy Penn, WCLF Capital Campaign Steering Committee; Chris Yelvington, WCLF Volunteer;

PUBLIC COMMENT:

None

MINUTES OF 14 MAY 2008 MEETING:

Motion by **Fran** to approve minutes as written. **Motion passed by voice vote.**

TREASURER REPORT:

Motion by **Fred** to approve Treasurer Report as written. **Motion passed by voice vote.**

ANNOUNCEMENTS:

- Susan and Brian Graff donated the use of a laminating machine. The machine is set up in the WCLF office and available for use by any director. WCLF's responsibility is to supply the necessary supplies, repair or replace the machine if it breaks, and return it to the Graffs if/when it is no longer needed.
- Article published in the last Enterprise contained several errors. Marlene spoke with the Editor, Christie Bleck, about the need for accuracy.

CHRISTINE KENNEDY - FUNDRAISING PROPOSAL:

Chris read an article in the Enterprise which contained information about the WCLF Board decision to embark upon a “green” building project and that it is to be a community volunteer project. Chris fully embraces these initiatives and offers to volunteer her quilt making skills as a donation to the effort. She proposes to craft a quilt which will be donated to WCLF to be used as a raffle fundraiser. Chris will not be involved in the ticket sales and publicizing of the fundraiser. She plans to incorporate a library design and possibly include Paul Neilson in helping with the design. She will donate her labor and the supplies for the construction of the quilt, which will cost approximately \$250 to \$300.

Appreciation was expressed for Chris’ generosity and discussion took place about the uniqueness of the proposal. Frank suggested that Chris present her design proposal at an upcoming monthly meeting, which she agreed to do.

TASTE OF THE WORLD DINNER TICKET STATUS UPDATE:

Chris Yelvington received from each director updates of their ticket sales.

CADL LETTER:

Frank’s draft response to Sue Hill’s letter (regarding WCLF donating its property to CADL if the millage passes) was reviewed and reworked to final form. Motion by John to send letter as modified. **Motion passed by voice vote.**

DRAFT OF RESOLUTION REGARDING CADL MILLAGE:

Distributed was Marlene’s draft for a resolution regarding the CADL millage. Marlene explained that the majority of other communities have drafted resolutions and this draft is inspired by the Aurelius Resolution. Frank instructed all directors to review the draft and come to the July meeting prepared to discuss and take action.

UPDATES:

- **Liability Insurance:** Frank is working with Ernie Gaffner. WCLF is currently covered for people on the property for unplanned reasons. This policy will cover WCLF for planned events and includes coverage for directors’ liability. This package will cover all WCLF activities.
- **Volunteer Coordinator:** Frank asks that names be brought forward of people with volunteer experience. The person(s) in this position will need to work very closely with the Building Committee.
- **LaFollette Letter:** LaFollette Kitchens and Design Studio submitted a letter and picture of a building that they propose for the new library. Marlene explained that this submission can about as a result of an update that she gave at a Chamber of Commerce Networking lunch.
- **Taste of the World Dinner Update:** Susan announced that Capitol National Bank withdrew their sponsorship of the event because WCLF is moving the mortgage to Independent Bank. Frank explained his phone discussion with Mr. Landolt.
There will be a 50/50 raffle at the dinner.
Need people to make ice to keep drinks cold.

REPORTS:

- **Mortgage & Financing:** Frank detailed his very pleasant experiences with Independent Bank. The mortgage will be Prime plus 1%. There will not be a 65% vacant land requirement. The

\$10,000 on deposit at Capitol National will be withdrawn. Independent Bank does not require a deposit.

- Insurance: Based on estimate of \$18,400 and factoring depreciation:
\$14,000 – property loss
1,400 – rent loss
\$15,400 – TOTAL
- Demolition (estimates include removal of stump and concrete walk and reseeding):
Stevens Construction \$12,865
J. Linn 14,680 (qualified with gas increase)
All Terrain 13,684 (doesn't include seeding)
Stevens agreed to allow Habitat for Humanity salvaging prior to demolition. The cut stone in the foundation will be saved and stored.
Jeff stated that for LEED certification an inventory must be compiled of the materials that Habitat is removing from the house. Marlene said that the inventory is a responsibility of the Building Committee. Jeff asked Marlene for copies of the inventory. Marlene referred him to the Chairperson of the Building Committee:
- Book Sale: Grossed \$1065. Proceeds are split 60% WWCLF and 40% Friends of the Williamston Library. Set-up took, 1-1/2 hours. The plan is to conduct book sales quarterly – September and December 2008 and March and June 2009.
- Williamston City Council: Leo conducted a WCLF presentation at the 27 May meeting. The 3 June meeting was rescheduled to 12 June.
- City of Williamston Planning Commission Public Hearing regarding Speedway: Jane Reagan reported that any gas station must have a public hearing for special use permit. No objections were voiced at the public hearing. It will be a completely new building; will be set back further from the road; will have more bays.
- Williamstown Township Board: Marlene attended the 20 May meeting. The only agenda item was a grant to the Williamston Senior Center. During public comment she announced the WCLF *Taste of the World Dinner* and information regarding purchasing tickets. Nothing reported from 3 June meeting.
- Wheatfield Township Board: No discussion took place regarding the library or WCLF.
- Williamston Chamber of Commerce: Fran attended the Networking Lunch on 22 May, and announced the WCLF *Taste of the World Dinner*.

PUBLIC COMMENT:

Sheryl Knox stated that CADL welcomes continued communication with WCLF. The draft of the letter to Sue Hill sounds good. CADL looks forward to bringing great library services to Williamston.

BOARD MEMBER COMMENTS:

Susan announced a Boy Scout fundraiser at Sunnyside Café on Saturday between 4 and 8 p.m.

WCLF CAPTIAL CAMPAIGN:

Sandy Penn showed the Power Point presentation that the Steering Committee has developed and reported on Steering Committee progress. Announced a Campaign Cabinet information

and recruitment meeting that will be held on 25 June, 7 p.m., at Wheatfield Township Hall. All directors are invited and encouraged to attend.

ADJOURNMENT:

9:05 p.m.

Respectfully submitted:

Marlene Ann Epley, Secretary

Approved by the Board of Director on: 9 July 2008