

## MEETING MINUTES

# WILLIAMSTON COMMUNITY LIBRARY FOUNDATION

## BOARD OF DIRECTORS

Meeting Minutes  
Williamston Community Library Foundation  
Board of Directors  
Wednesday Aug. 13, 2008

### **Meeting Location:**

WCLF office, 201 School St. Room 26, Williamston Michigan.

### **Call to order**

The meeting was called to order at 7:00pm by President Frank Kolasa

### **Directors Present:**

Tom Clay, Fred Campbell, Fran Schaffert, Jeff Bartrem, Julia O'Connor, Frank Kolasa, Susan Graff

### **Directors Absent:**

John Brazier, Marlene Epley

### **Public Comment:**

None

### **Minutes of July 9, 2008:**

Motion by Tom, second by Fran to approve minutes as written. None opposed. Minutes were accepted.

### **Treasurer Report:**

Submitted by Tom Clay and accepted.

### **Announcements:**

Susan announced that the next joint Friends of the Williamston Library/WCLF book sale will be Saturday Sept. 6<sup>th</sup> from 11am-5pm, in rooms 23 & 24 of the Community Center. Set up will begin at 8:30am, any help from WCLF members would be appreciated.

### **Millage**

Frank reported that he had spoke with Sue Hill of CADL to discuss the results of the millage election and ask about CADL Board's plan to pursue another millage. Sue indicates that CADL has no plans to move for another millage, however the CADL meets tonight (Aug. 13) and this will be the first meeting after the election. Frank asks for direction from the board as to how to proceed to continue to build a working relationship with CADL in regard a new building for Williamston. Frank suggests that we start by writing to the CADL board laying the foundation for this working relationship. He asked for suggestions as to what else to include.

In the discussion that followed it was suggested that CADL be reminded that WCLF has done much work to solve the Williamston building question and would invite CADL's help in moving forward. Most importantly is to ask that CADL keep us apprised of any discussion of another millage proposal.

Fred moved that "WCLF resolves to work out an ongoing relationship with CADL for the benefit of both organizations"

Tom Clay seconded. Motion approved by voice vote.  
Frank will write a letter to the CADL board expressing motion and sentiment.

### **Labor Day Williamston “Bridge” walk:**

WCLF will again this year host a chili lunch on the library site after the walk.

Julia will coordinate getting information about this event to WCLF members and getting the needed supplies, etc to the site on Labor Day.

### **Rotary Grant**

Frank announced that Tom was aware the Williamston Sunrise Rotary had grants possible in support of Williamston activities/civic projects. Tom applied on behalf of WCLF. The application was successful and WCLF will be awarded a \$2,000.00 from Rotary.

Thank you to Tom for pursuing this. The grant will be applied to the mortgage and will be counted as part of the matching funds toward the challenge grant from the Friends of the Williamston Library.

A thank you to the Rotary can be addressed to Michelle Prinz and sent via Tom Clay.

There was discussion of other possible fundraisers and poker tournaments were raised. These have been a successful fund raiser for the Rotary. Tom indicated he would check with Bill Penn to find out exactly what is involved if we wanted to pursue this and report back.

### **Demolition Status**

Frank indicated that as is evident the building is down and the site cleared. All bills related to the work have been paid. The removal of the building opens up some other topics regarding the property.

Frank suggested that the sign be moved from where it currently is to better center it on the property and perhaps turn it 90 degrees so that it faces Grand River Ave. to increase the visibility of the sign. He has checked with Lisa Hitchcock and been assured that as long as the sign is not altered it can be moved without additional permitting. It must be placed with the same, or greater, set back is all.

Susan asked who would be responsible to do this type of work on the property as the Building Committee in the past was tasked with all work and issues related to the care and upkeep on the property. It was agreed that the issues with work to be done at the property would be directed to the Building Committee

Fred moved that the sign be relocated, centering it as possible and rotating it 90 degrees. Tom second. Motion approved on voice vote.

Jeff will communicate the motion to the Building Committee.

Parking on the site. It was noted by various board members that parking on the lot is taking place. There is no belief or evidence to indicate that people are being directed to park on WCLF property by area property owners.

There was general discussion of how to proceed. Points raised were:

We do invite people to visit the site to see for themselves how suitable it will be for a library. Also, football games will probably be occasions when people take advantage of using our vacant lot as a parking area.

Susan reminded the board of Brian and her willingness to underwrite the cost of some sort of small corner “fence” that would help make the width of the property more evident. She will pursue some ideas and present at the next meeting.

The general consensus of the discussion was that our property should be posted as a No parking area but not a “Tow Zone”.

Fred moved that it be the policy of the WCLF that our property not be used for general parking.

*(Susan Notes: I'm sorry but I did not record the second on this motion)*

Motion approved by voice vote.

Frank asks that the property be posted that with No Parking signs. Jeff offered to convey this request to the building committee.

Jeff asked if any one present had a list of all materials salvaged and recycled from the demolition. He is concerned that it is a comprehensive list so that all "credit" possible can be obtained when the LEEDS application process begins. As there was not a Building Committee member present, this list was not available.

Fred asked that a copy of this list be filed in the office as well as with the Building Committee. This request needs to be forwarded to the Building Committee.

### **Property Tax Status**

In answer to questions as to whether the appraisal will be affected with the removal of the building, Tom reported that the property taxes will not be affected for 2008. As of Jan. 1 2009, the property will be assessed as one parcel rather than two separate. There will still be property taxes assessed. Tom has looked into this question in regard the non-profit status of WCLF. The current opinion of the assessor is that the property is not currently being used for the purposes under which WCLF is incorporated. There was further discussion wondering if there was a possibility of getting a different opinion now that the property is no longer rental.

Tom suggested that he and Frank speak with Andy Anderson asking for his opinion and then write a letter asking that for a re-consideration of the taxable status of the property.

Fred moved that WCLF pursue a challenge to the current tax assessment of the property. Fran 2<sup>nd</sup>, motion carried by voice vote.

### **Solicitation License**

In other tax/state/IRS news from Tom, WCLF has received its Solicitation License from the State of Michigan. Frank also wanted to note that Tom has worked with IRS to solve an ongoing problem. Tom responded that due to problems with filing the 2006 990form, WCLF was required to pay a penalty. Frank would like to thank Tom for his successful efforts to have this penalty rescinded. Thank you Tom for all your efforts and work on behalf WCLF.

### **Mortgage Pay Down**

To begin the discussion of paying down the mortgage, Frank suggests that a formal budget, showing a years worth or anticipated expenses and income be drawn up to give the board a better idea of cash needs before committing large payments to the mortgage. Tom agrees and has indeed started this process and will flesh it out for future meetings.

Frank also asks that while also focusing on the larger goal of fund raising for the building that the board should ask the Capital Campaign Cabinet to lead us in meeting the Friends challenge of a matching donation of \$20,000. This money and all matching donations will be applied directly to the mortgage, the most immediate and pressing need.

Tom will pursue a letter to Friends President Betty Challis asking for \$5,000 of the challenge donation to match the \$5,000 raised by WCLF so far.

Fran moved that Tom be directed to pay \$15,000 immediately on the mortgage and an additional \$5,000 when the money is received from the Friends.

Fred 2<sup>nd</sup>, motion approved on voice vote.

After some mixed discussion a new motion was entertained.

Jeff moved that the previous motion be rescinded. Susan 2<sup>nd</sup>, motion carried by voice vote.

New motion, made by Tom, That \$10,000 be paid against the mortgage immediately and when the Friends matching \$5,000 is received that another \$10,000 be paid against the mortgage for a total of \$20,000 paid. Julia 2<sup>nd</sup>. Motion carried by voice vote.

Frank will write to the paper and more publicly announce the Friends challenge.

**Newsletter** – Items to be included should be submitted by August 30<sup>th</sup>.

Fred moved to adjourn, Tom 2<sup>nd</sup>. Meeting adjourned at 8:40pm

Submitted: S. Graff

**Approved by the Board of Directors on 10 September 2008**