

MEETING MINUTES

WILLIAMSTON COMMUNITY LIBRARY FOUNDATION

BOARD OF DIRECTORS

Wednesday, 14 May 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 (arrived at 7:12 p.m.), Fran Schaffert.

DIRECTORS ABSENT:

Tom Clay

INTRODUCTIONS/OTHERS PRESENT:

Veronica Beecroft, CADL; Sandy Penn; Jan Quiring; Leo Sheets; Chris Yelvington.

PUBLIC COMMENT:

None

MINUTES OF 9 APRIL 2008 MEETING:

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

TREASURER REPORT:

Treasurer report distributed at meeting. Motion by **Fred**, to approve Treasurer report as written. **Motion passed by voice vote.**

ANNOUNCEMENTS:

LETTER FROM SUE HILL, (EXECUTIVE DIRECTOR OF CAPITAL AREA DISTRICT LIBRARY) INQUIRING ABOUT DONATION OF WCLF PROPERTY:

Discussion included the following points and concerns:

- Misgivings and concerns about turning over ownership of the property to CADL.
- Explore the possibility of a lease agreement with CADL with the duration of the lease matching the 20 year life of the proposed millage.
- Most other communities will have a lease agreement with CADL for the building.
- CADL will not own library buildings in the majority of other communities.
- CADL's presentations are vague and fail to adequately answer tough questions.
- CADL seems disingenuous.

- CADL doesn't yet have a process for community input.
- The Impression 5 Component looms large.
- CADL has not embraced an environmentally sustainable process to the full extent possible and does not embrace striving for LEED certification.
- The Williamston Library will likely not be a destination place if CADL plans are used.
- Aurelius Township has adopted a resolution that, if the millage passes, will enable them to secure the architects, engineers, contactors, etc. with input from CADL on design, and CADL will release to Aurelius their share of the millage money to use on the project. Aurelius claims CADL has agreed to this arrangement.
- No matter who owns the building, an agreement needs to be negotiated regarding ownership of the contents and the operation of the proposed History/Genealogy/Williamston Room
- WCLF should go to the community to find out what the residents think about conveying the property to CADL.
- More conversations and firm answers needed from CADL
- Hard and Fast decisions by WCLF are premature at this time.

Motion by **Fred**: WCLF welcomes the letter for CADL and the Board generally hopes the millage will pass and invites CADL to enter into discussions regarding our concerns and the future of our library.

Discussion indicated that the majority of the board does not want to take a position on the millage.

Motion by **Susan** to remove the "generally supports" language from Fred's motion and change it to: WCLF welcomes the letter from CADL and in anticipation of the millage election invites CADL to enter into discussions regarding our concerns and the future of our library.

Role call vote to amend Fred's original motion: Bartrem-no, Brazier-yes, Campbell-no, Epley-yes, Graff-yes, Kolasa-yes, O'Connor-yes, Schaffert-yes.

Role call vote to accept the amended language: Bartrem-yes, Brazier-yes, Campbell-yes, Epley-yes, Graff-yes, Kolasa-yes, O'Connor-yes, Schaffert-yes.

Frank will frame a response letter to be approved and finalized by the Board at the June 11, 2008 meeting.

FUNDRAISING:

Discussion regarding Frank's proposed letter campaign to solicit contributions to pay off the property.

Jan has great reservations because going out to the community now at our stage of the campaign planning process will later be perceived as a negative. Jan suggests WCLF go back to its previous major donors.

Sandy Penn stated that the community doesn't know enough about the whole picture to send the letter. If the letter is sent it needs more information about what WCLF is, what it has accomplished, and what is currently being worked on.

Fran believes the letter needs to include information about the conceptual design and the progress that has been made toward paying off the property.

Chris stated that there are some older people in the community who do not believe the library needs a larger space.

Fred indicated that direct mail does not work. It would be more productive to hold a series of coffees and desserts and explain the information and ask for money at these gatherings.

Susan suggested sending the letter in the form of a newsletter which would also include current activities, plans, etc.

Jan said that the Campaign Cabinet Steering Committee is currently identifying and contacting major donors and is already planning by the end of June to hold gatherings such as Fred has described.

It was agreed to proceed with a newsletter. Marlene, Fran, Frank, and Sandy will compile it.

FUNDRAISING SPECIFIC:

Marlene's suggestion that each Director take responsibility for one fundraiser per year through the end of 2009 was discussed. This was not a popular suggestion and it was agreed that all directors bring alternative ideas to the next Board meeting.

INSURANCE:

Frank described WCLF's need for more insurance coverage, especially because the current policy does not cover events on the WCLF property and does not provide directors liability insurance. Frank spoke with Ernie Gaffner about a special events policy that would cover everything needed and would include a rider for directors liability coverage.

Frank recommended that WCLF move insurance to Ernie Gaffner.

Motion by **Fred** to authorize Frank to proceed developing a policy through Mr. Gaffner and present recommendations at the next Board meeting. **Motion passed by voice vote.**

LAND ACQUISITION:

Frank and Tom met with representatives of Independent Bank who are willing to enter into a mortgage agreement with WCLF with the rates being one-percent (1%) over prime and only interest required for the first year. There would not be a restriction of 60% of the value. All documents have been turned over to Independent Bank. A statement stating the Board intention to refinance and indicated designated signatories is needed.

Motion by **Fred**: The Board intends to refinance with independent bank and the designated signatories shall be Frank Kolasa and Tom Clay. **Motion passed by voice vote.**

Marlene will compose a resolution for signature of each Director.

CONDUCT OF BUSINESS:

Frank submitted a draft policy.

Motion by **Fred** to accept the Conduct of Business drafted by Frank. **Motion passed by voice vote.**

BOARD OF DIRECTORS COVENANT:

Frank stated that current Directors cannot be required to sign the Covenant but should use it as a guide for the future. From this point forward, new Directors will be required to sign a Covenant. Marlene has signed and Frank intends to.

VOLUNTEERISM PROPOSAL BY BUILDING COMMITTEE:

Leo presented the position on Volunteerism and explained that a \$3 Million building could be built for \$2 Million with use of volunteers. Leo explained the success of the Crossroads Church project with use of volunteers. Tao Wilbrink is considering the position of construction manager.

Motion by **Marlene** to adopt the Volunteer Proposal and declare the construction of the Williamston Library to be a Community Volunteer project. In the event the CADL Capital Improvement millage passes this policy will be revisited in cooperation with CADL. **Motion passed by voice vote.**

QUIRING ASSOCIATES CONTRACT:

Motion by **Fran** to proceed with discussion with Jan Quiring for the purpose of entering into another contract for Capital Campaign Consultant. **Motion passed by voice vote.**

It was noted that a contract cannot be finalized until the Solicitation License is received from the State of Michigan. The license application was submitted several weeks ago.

SALES TAX LICENSE:

Frank has determined that WCLF needs a Sales Tax License. He is consulting with a representative from the Michigan Non-Profit Association and will have more information for the June Board meeting.

RECRUITMENT OF BOARD MEMBERS:

Frank stated that because of the amount of work needed to be accomplished, WCLF needs to grow the board. He believes three more people should be added. Frank asked that each Director give consideration to possible candidates. It was noted that currently the City of Williamston and Wheatfield Township are under-represented.

Jan stated that there needs to be a well considered strategy of how to grow the Board and the need to represent different constituencies.

Fred proposed that prospect be submitted to the Executive committee for action before actually appointing anyone to the board.

Vote was not taken, however, there was general agreement to Fred's proposal.

BOOK SALES AND TASTE OF THE WORLD DINNER:

The next Book Sale will be the Saturday, 7 June. Workers are needed at 8 a.m. to set-up tables. Marlene and Fred volunteered. Workers will also be needed to take-down tables at the end of the day.

Susan reported that only 120 tickets are available for sale. Capital National Bank is going to underwrite \$1,000. Marlene reserved table and chairs and arranged for entertainment. Marlene and Leo will again underwrite the cost of the toilet. She asked for a \$250 budget to cover miscellaneous expenses.

Motion by **Fred** to authorize \$250 budget for expenses related to the *Taste of the World Dinner*.

Chris Yelvington distributed tickets to Directors. All tickets must be sold and proceeds turned over to Chris by Monday, 16 June 2008.

CHARGE OF PUBLIC RELATIONS/MARKETING COMMITTEE:

Frank stated that no recommendations were received.

PUBLIC COMMENT:

Veronica Beecroft pointed out that the ballot language for the CADL Capital Campaign millage is written in the Question and Answers document that was distributed at the meeting last week. Sandy Penn distributed copies of the Power Point presentation that is being developed by the Campaign Steering Committee.

ADJORNMENT:

9:30 p.m.

Respectfully submitted:

Marlene Ann Epley

Approved by the Board of Directors on: 11 June 2008

The next Board of Directors meeting will be Wednesday, 9 July 2008, 7 p.m. at the WCLF office in Room 26 of the Community Center.