

Approved ~~Proposed~~ Minutes  
September 17, 2019  
5:31 PM - 7:08 PM  
Tecumseh District Library

Reading of the mission and vision statements.

The September meeting of the Tecumseh District Library Board was called to order at 5:31 PM by President Jane Poczatek. Roll call was taken. Trustees present were Heather Burdick, Pam Bunch, Lisa Hart, Matt Linke, Jane Poczatek, Judy Prater, and Carma Roesch. Also present were Library Director Susan Bach and Ailie Weaver from Maner Costerisan PC, CPA group.

**Approval of the September 2019 Agenda** - Judy Prater moved to approve the agenda as amended. Lisa Hart seconded the motion. It passed.

**Audit Report Presentation by Ailie Weaver from Maner Costerisan PC.**

**Public Comment Re: Agenda Items:** no public comment

**Minutes from the August 20, 2019 Meeting (see attached) Motion:** Heather Burdick moved to approve the August meeting notes. Matt Linke seconded the motion. It passed.

**Treasurer's Report (see attached) Motion:** Judy shared more information from the report. Pam Bunch moved to approve the Treasurer's Report. Heather Burdick seconded the motion. It passed.

**Consent Agenda: (see attached) Motion:** Lisa Hart made a motion to accept the consent agenda. Matt Linke seconded. It passed.

**Friends' Report (informational):** \$15,621.89 balance. The last book sale was around \$366. Friends' voted to give \$3000 to the library to purchase wish list items. Working on member engagement and getting new members.

**Director's Report: (see attached):** Susan shared more details regarding her report.

**Old Business:**

**Advocacy:** Loleta Fyan Small and Rural Library Conference April 13-16, 2020 at the Grand Traverse Resort; National Legislative Library Day May 4-5, 2020 in Washington DC; eBooks and their justification for use - email reps and senators about why eBooks should be of equal access.

**Gifts & Memorials - Thank you notes:** members are to continue to write thank you notes to donors.

**Strategic Planning - follow up:** will be a part of the Board retreat

**Table of Contents - update:** Friends' would like a few more tables filled for the event. Currently, there are 10 tables.

**Board retreat- November 16, 2019:** Strategic Plan work in the AM and Board self-evaluation in the PM; facility walk around the building as trustees; how will the strategic plan be presented? One Board Trustee to ensure that we are staying on track with the plan, once it's in place.

**New Business:**

**Personnel and Internet Policy Review:** Brief discussion of personnel policies, first reading; more to follow at the October meeting for a second reading. Internet Policy review, second reading; policy will include that the TDL follows policy PA 212.

Review of Sick Leave, Vacation Leave, and resignation or discharge policies. As the resignation or discharge policy currently reads, "An employee leaving the Tecumseh District Library will be paid accrued, unused vacation time at his/her rate of pay." An attorney will be reviewing this policy for a revision to be reviewed at October's meeting.

**By-Laws Article VI-Meetings - Review:** Clarifications to the policy were shared on a revised copy. Jane Poczatek read the proposed of By-Laws Article VI meetings. Heather Burdick made a motion to approve the amendments. Pam Bunch seconded the motion. It passed.

**MLA Conference in Novi:** Suburban Collection Showplace in Novi - October 16-18, 2019, October 16 has the most Trustee sessions, 7am registration, 10:30 keynote speaker and then a full day of learning.

**Public Comment Re: Non-Agenda Items:** None

**Other Business:**

- Next Month:
  - Semi-Annual Financial Report
  - By-Laws Article VII – Committees
- Fall Potluck - November 16 at Jane's house at 5PM
- National Friends of the Library Week October 20-26, 2019 - Trustees will bring some snacks for the October 14 Friends' meeting.

Adjourned at 7:08 PM

Next regular meeting will be Tuesday, October 15, 2019, at 5:30 PM

Respectfully submitted,

Carma Roesch

TDL Trustee/Secretary

Approved October 15, 2019