

Approved ~~Proposed~~ Minutes  
December 17, 2019  
5:35 PM - 6:31 PM  
Tecumseh District Library

Reading of the mission and vision statements.

The December meeting of the Tecumseh District Library Board was called to order at 5:35 PM by President Jane Poczatek. Roll call was taken. The Trustees present were Pam Bunch, Lisa Hart, Matt Linke, Jane Poczatek, Judy Prater, and Carma Roesch. Heather Burdick was absent. Also present was Library Director Susan Bach.

**Approval of the December 2019 Agenda** - Pam Bunch moved to approve the agenda as amended. Judy Prater seconded the motion. It passed.

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

**Minutes from the November 16, 2019, Strategic Planning meeting:** Lisa Hart moved to approve the November Strategic Planning meeting notes. Matt Linke seconded the motion. It passed.

**Minutes from the November 19, 2019 Meeting (see attached) Motion:** Matt Linke moved to approve the November meeting notes. Pam Bunch seconded the motion. It passed.

**Treasurer's Report (see attached) Motion:** Judy shared more information from the report. The Interest rate on the money market fund is 1.77% (new decreased rate), down a bit from before. Some investments matured in December. Matt Linke made a motion to accept, Lisa Hart seconded – the motion passed and the Treasurer's report was accepted.

**Consent Agenda: (see attached) Motion:** Judy Prater made a motion to accept the consent agenda. Pam Bunch seconded. It passed.

**Friends' Report (informational):** November book sale took in \$440. December book sale took in \$347. Current officers will remain in place for the following year. Membership for the Friends' is increasing. They are donating \$3000 to the library, most of which is from the Table of Contents event. Friends' group established their budget. They are donating money for library enhancements and advertising for the library to benefit the community.

**Director's Report: (see attached):** Susan shared more details regarding her report. The website is coming along and now includes a new form to request rooms. The Strategic Plan includes more quiet spaces. One idea would be single pods for quiet work. Staff is working on continuing education goals. The Lenawee County librarians are working on a title for March is Reading month for the county to read together. The title would be one in which many programs could be completed. Mrs. Reasoner has been contacting schools to get into the schools for storytimes.

**Old Business:**

- **Advocacy** – discuss newsletters (MLA and LM Dispatch) Important for Boards to have knowledge put out by the groups to know how members are affected by any changes.
- **Gifts and Memorials** - Thank you notes - Board members
- **Nominating Committee** - submission of proposed Slate of Officers - current officers are running for same offices for 2020. Motion to accept the proposed Slate of Officers was made by Carma Roesch. Motion was seconded by Judy Prater. It passed. Voting will take place at the January meeting.
- **Strategic Planning** – Update from Director and Vice President - any updates at this time were shared during the Director's report.

**New Business:**

- **Public Relations Policies Reviewed** - Jane Poczatek proposed added the word amended to PR-02. Lisa Hart seconded the proposed change to the policy. Motion passed.

**Public Comment - non-agenda items:** no public comment

**Next Month:**

- **Materials and Circulation Policies Review**
- **Personnel and Internet Policies** – review of P-31 ~ tabled from November
- **Approve Amended Board Calendar** ~ tabled from November
- **Election of Officers and swearing-in of newly elected Officers**
- **Review By-Laws Article VIII – Library Director**
- **Good of the Order** - field trip to see the museum proposed dates

**Adjournment at 6:31 PM**

**Next Meeting: January 21, 2020, @ 5:30 pm**

Respectfully submitted,  
Carma Roesch  
TDL Trustee Secretary  
Approved January 21, 2020