

Approved ~~Proposed~~ Minutes
October 15, 2019
5:31 PM - 7:09 PM
Tecumseh District Library

Reading of the mission and vision statements.

The October 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 was Library Director Susan Bach.

Approval of the October 2019 Agenda - Heather Burdick 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 September 17, 2019 Meeting (see attached) Motion: Pam Bunch moved to approve the September meeting notes. Heather Burdick seconded the motion. It passed.

Treasurer's Report (see attached) Motion: Judy shared more information from the report. Heather Burdick, Jane Poczatek, Susan Bach, and Judy Prater met as a Finance Committee this past month (see attached notes). Lisa Hart moved to approve the Treasurer's Report. Pam Bunch seconded the motion. It passed.

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

Friends' Report (informational): Appleumpkin sale took in around \$900. Balance is currently \$12,905.00. Looking for new members. Reviewed the Table of Contents event that will be November 3. Rummage sale items can be donated to the FOL for the November and December sale. Limit 2-3 items, no clothes.

Director's Report: (see attached): Susan shared more details regarding her report. A new teen librarian has been hired. Her name is Amanda Fields. Anne Keller has accepted a new position as a teen librarian closer to home. The website updates are a work in progress. A new gate has been purchased, thanks to the Friends' donation, for the hallway at the top of the stairs for those attending evening events to go out the back door. The library is working closely with the city of Tecumseh to ensure citizens are

aware of the upcoming census in 2020. Members of the TDL Board are welcome to attend the November 20 staff meeting to introduce themselves to new staff.

Old Business:

Advocacy: Read emails about advocating for libraries. There are many opportunities.

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. Look over items regarding the plan from the October Board packet.

Table of Contents - update: desserts for event; set up on November 2, 2-4pm.

Board retreat- November 16, 2019: Basil Boys for lunch; Susan is bringing donuts/breakfast items; bring your own coffee cup.

Personnel and Internet Policy - 2nd reading of amended policies and review of other proposed amendments:

- P-31, Resignation or Discharge, will be discussed again and voted on at the November meeting. Susan will conduct an informal survey at the Lenawee Director's lunch to review other library policies regarding the resignation of employees.
- P-06, Accommodations of Disabilities, refer back to procedures rather than the library policy, which supports the procedures of the library. Voting on P-31 and P-06 will take place at the November 19, 2019, TDL Board of Trustee meeting.
- P-20, Leaves of Absence, one update was recommended by the Board. Pam Bunch moved to approve the amended policy. Heather Burdick seconded the motion. Discussion about the change and then one other update. Pam Bunch moved to approve the amended policy. Heather Burdick seconded the motion. It passed.

By-Laws Article VI - Meetings - 2nd reading of amended By-Law: Heather Burdick moved to approve the amended language of Article VI. Judy Prater seconded the motion. It was approved.

New Business:

Semi-Annual Financial Report: Judy Prater shared information about the library's financial investments and endowments (see attached documentation).

By-Laws Article VII - Committees Review: Proposed changes to this policy are in regards to the Board being a Committee of the Whole. Heather Burdick will be the point person in regards to future readings of policies and by-laws. Lisa Hart moved to accept the By-Law with the changes. Matt Linke seconded the motion. It was approved. 2nd reading will take place at the November 19, 2019 meeting.

Public Comment Re: Non-Agenda Items: None

Other Business:

- Next Month:
 - Operating Policies Review
 - Nominating Committee begins the review of the new slate of officers
- Fall Trustee Potluck Social, November 16 at 5 PM at 313 N. Maiden Lane

Adjourned at 7:09 PM

Next regular meeting will be Tuesday, November 19, 2019, at 5:30 PM

Respectfully submitted,
Carma Roesch
TDL Trustee/Secretary
Approved November 19, 2019