

Approved Minutes  
October 18, 2016  
5:30PM - 6:39PM  
Tecumseh District Library

The October meeting of the Tecumseh District Library Board was called to order at 5:30PM by President Carolyn Feldkamp. Roll call was taken. Trustees present were Carolyn Feldkamp, Deb Lawson, Matt Linke, Jane Poczatek, Judy Prater, and Carma Roesch. Also present was Library Director Gayle Hazelbaker. Trustee Stan Legenc was excused.

**Approval of the Agenda** - Matt Linke motioned to approve the agenda and Deb Lawson seconded. It passed.

**Public Comment Re: Agenda Items:** none

**Minutes from the September 20, 2016 Meeting: (see attached) Motion:** Deb Lawson moved to approve the September minutes. Judy Prater seconded. It passed.

**Treasurer's Report (see attached) Motion:** Jane Poczatek moved to accept the Treasurer's Report. The motion was seconded by Matt Linke and it passed.

**Consent Agenda: (see attached) Motion:** Deb Lawson moved to accept the Consent Agenda. The motion was seconded by Judy Prater and it passed.

**Friends Report (informational):** Jane, Carolyn, and Gayle attended the Friends' meeting. The book fair during Appleumpkin was very successful. They are worried about having enough books for future sales. The Friends' group will be purchasing some new chairs for the lower level, as well as some other purchases, including author Jody Hedlund in April.

**Director's Report: (see attached):** Brief discussion of the cleaning service being switched from Service Master to Partners in Grime. The board also discussed the efficiency of the heating system.

**Old Business:**

**Overtime Rule:** Policy number P-07/Wage Schedule/Overtime Rule - Employees of the TDL will meet with Gayle to discuss the new law and any exemptions. Employees will need to sign a document, once all questions are answered, that they understand the policy changes that will be in place. The board discussed the overtime rule in great

detail. Jane Poczatek moved to approve the policy changes. It was seconded by Matt Linke. The board approved the policy changes.

**Open House for Lower Level** - Sunday, November 20, 2016, from 2-4PM. The staff and marketing committee will be promoting this event. A sign up will be going out through Sign Up Genius on October 30, 2016, for staff and board members to sign up for items to bring to the event.

**Board Retreat** - Saturday, December 3, 2016 8:30AM-12:00PM - the purpose is for the board to come up for a vision for the board, both as a whole and individually.

**New Business:**

**Investment Report** - Deb Lawson shared information from the investment report with the board. We also received information and an article "The Basics of Bonds" by Tim Parker.

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

**Big Topic** - Board Ethics discussion. Each board member watched the video from ALA's site for public library trustees about board ethics. The importance of a library board practicing a high standard of ethics- including Duties of Care, Loyalty and Obedience- was discussed. Members shared the positive impact on the community in the board being fully prepared for meetings and their loyalty in board decisions. Next month there will be no webinar discussion due to the presentation of the auditor's report.

Adjourned at 6:39PM

Next meeting will be November 15, 2016 at 5:30 PM.

Respectfully submitted,

Carma Roesch

Approved November 15, 2016