

Approved Minutes
November 18, 2017
8:30AM-2:05PM
Board Retreat
Tecumseh District Library

The board retreat of the Tecumseh District Library Board was called to order at 9:16AM by President Jane Poczatek. Roll call was taken. Trustees present were Pam Bunch, Heather Burdick, Stan Legenc, Matt Linke, Jane Poczatek, Judy Prater, and Carma Roesch. Also present were Library Director Gayle Hazelbaker and Kate Pohjola Andrade from Woodlands Cooperative.

Advocacy - What we learned?

- Survey results
- Thank you notes have been a very positive item for the community.
- More involvement in programming, advocacy, encourage use of lower level, developing relationships with community and community members, continuing education, etc.
- Discussion of what is working and what areas need more work.
- Keeping informed about legislation regarding libraries.
- Communication with the community is going well.
- Keeping in touch and being involved in the Friends' of the Library.
- Donors are happy.
- Staff is pleased that we are acknowledging their work.

Are we going to continue with more advocacy in the next year?

- The board has decided to continue with our advocacy in the year 2018.
- Continue with United for Libraries learning

Evaluation Re-Evaluation

- Setting goals that are measurable
- Community meetings and conversations along with the digital survey
- Setting goals before hiring the new director. New director can then work through the action plan that meets those goals.
- S.M.A.R.T. goals for the library and for the board ([online PDF of S.M.A.R.T. goals description](#))

Hiring a new director

- Board will decide at the November meeting regarding hiring a firm for the process.
- Staff meeting on November 22 to share the process for hiring a new director
- United for Libraries *Practical Guide to Finding the Right Library Director*
- Possibilities:
 - Hiring an interim
 - Seeking all candidates from internal and external
- Revising job description
- By-Law policy regarding a succession policy for all future needs/hiring

Respectfully submitted,
Carma Roesch, TDL Board of Trustees Secretary
Approved November 21, 2017

- Actual process will begin in January.

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