

Approved Minutes  
February 20, 2018  
5:32PM - 6:09PM  
Tecumseh District Library

The February meeting of the Tecumseh District Library Board was called to order at 5:32PM 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 Jan Salsberry from the TDL Friends' group.

**Approval of the February 2018 Agenda** - Heather Burdick motioned to approve the agenda. Pam Bunch seconded the motion. Date was amended on the Agenda. Agenda passed as amended.

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

**Minutes from the January 16, 2017 Meeting: (see attached) Motion:** Judy Prater moved to approve the January minutes. Heather Burdick seconded. One correction was made to the minutes. Matt Linke motioned and Pam Bunch seconded to approve the amended January minutes.

**Treasurer's Report (see attached) Motion:** Judy shared information from the report, clarifying how the banking works. The Investment report will be discussed at the March meeting. Stan Legenc moved to accept the treasurer's report as amended. Matt Linke seconded. It passed.

**Consent Agenda: (see attached) Motion:** Heather Burdick motioned to approve the consent agenda as amended. Stan Legenc seconded and it passed.

**Friends Report (informational):** Jan Salsberry shared information from the Friends' group. Sonja Downey has offered to be the Friends' secretary, however, library employees are not allowed per the bylaws to hold office. The group is planning on amending the bylaws so that an employee could hold an office that is not a signatory office.

**Director's Report: (see attached):** Gayle shared some additional items to her report. Some leakage from the roof is causing some damage in the children's area. Adrian Mechanical Services will be coming by to check on the leak. Interest on the book endowment was less than expected which will cause an adjustment to the budget.

**Old Business:****Advocacy -**

- List of events being hosted at TDL was shared. Board members are encouraged to attend as many as possible.
- It's important to keep notifying politicians regarding the importance of libraries.
- Rurals Conference is April 30-May 2 in Traverse City.

**Gifts and Memorials Thank You Notes -**

- Board members are asked to continue writing thank you notes to donors.

**Director Search Update -**

- The search is ongoing. There are candidates who have sent in their respective credentials. The team is working through the preliminary steps for the process. The next Ad Hoc meeting for the team is March 5, 2018. Official interview day will be March 24, 2018.

**New Business:****Finance Policies Review -**

- The policies seem to be up-to-date. One policy was reviewed and approved one year ago.

**State of the Library -**

- The report was very well written and the library is doing very well. The staff and library director are to be commended for their hard work.

**Public Comment Re: Non-Agenda Items:** no public comments

Adjourned at 6:09PM

Next meeting will be Tuesday, March 20, 2018 at 5:30PM.

Respectfully submitted,  
Carma Roesch  
TDL Board of Trustees Secretary  
Approved March 20, 2018