

Approved ~~Proposed~~ Minutes  
June 19, 2018  
5:17PM - 6:44PM  
Tecumseh District Library

The June meeting of the Tecumseh District Library Board was called to order at 5:17PM 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 was Library Director Susan Bach.

**Approval of the June 2018 Agenda** - Matt Linke motioned to approve the agenda. Stan Legenc seconded the motion.

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

**Minutes from the May 15, 2018 Meeting: (see attached) Motion:** Stan Legenc moved to approve the May minutes. Judy Prater seconded and it was approved.

**Minutes from the special meeting on June 5, 2018: (see attached) Motion:** Pam Bunch moved to approve the special minutes. Judy Prater seconded and it was approved.

**Treasurer's Report (see attached) Motion:** Judy Prater shared information from the report. Heather Burdick motioned to approve the report. Stan Legenc seconded and it was approved.

**Consent Agenda: (see attached) Motion:** Technology report pulled out for further discussion later. Jane Poczatek motioned to approve the consent agenda as adjusted. Heather Burdick seconded and it passed.

Per the Technology report - Further discussion from Susan regarding OpenSimSim, an employee scheduling system, that she learned about at Rurals. Also further discussion about the quick printing that is now available at the library. The security system has been going off on and off over time. The company has been called and asked to do a review of the system.

**Friends Report (informational):**

Used Book Sale: April ~ \$299.60

May ~ \$393.00

June ~ \$433.00

Corner Book Store: ~ \$ 28.50

Bank Balance at 5/31/18: \$11,383.43

TDL Director Report:

2 requests for money:

1) Programming: Mardi Link will be appearing on 10/23/18 at TDL. Director requested \$250 to cover author visit. 2)

Shelving: Ann Keller is requesting \$1,838.26 to purchase several shelving units for the teen area.

Both requests approved.

Teen Librarian, Anne Keller, proposing a "Junior Friends of TDL" group. She would be looking for a liaison from the Friends group to work with them. In the process of creating by-laws. Will keep Friends posted.

Table of Contents:

Staff is brainstorming ideas for how Table of Contents monies can be used. Director will report back to Friends. Event will take place on Sunday, November 4, 2018, at Gloria Dei.

Deadline for past-participants to register is June 24th. After that, registration will be open to the general public; space is limited.

Price per person will increase to \$25/person. Committee is exploring using a different caterer for the event.

More information to follow.

Murder Mystery:

Per Heather: event went well.

LuAnn will be the Friend's liaison at the June Trustee Board meeting.

**Director's Report: (see attached):** Susan shared more details regarding her report. She added some additional information regarding the delinquent tax payoff. That money was added to the undistributed line of the 2018-2019 budget. State funding increased from the State Aid to Libraries by roughly 9%.

**Old Business:**

**Advocacy – Net neutrality** - refer to emails regarding advocating for libraries.

**Gifts & Memorials - Thank you notes** - Trustees will continue to write thank you notes to donors.

**By-Laws Review – Articles I and II** - More information regarding the by-laws was distributed to the Trustees for review. It has been suggested to also go through the Trustee manual in regards to any suggested changes for the future.

**Board Committee Structure - Update** - Brief review of how the new structure of the committees would work. Motion to a committee of a whole instead of a sub-committee structure made by Pam Bunch and was seconded by Heather Burdick. It passed.

**FY 2018-19 Budget – Final Approval** - Susan reviewed the budget as adjusted per the Delinquent Tax check that was received. Stan Legenc motioned to approve the amended 2018-2019 budget including the Delinquent Tax check. Matt Linke seconded the motion. It passed.

**By-law addition – 2nd reading: Library Director lifetime card** - "The Board of Trustees may, at its discretion, gift a lifetime library card at no cost to a Tecumseh District Library retiring Library Director." It will be included in the Director section of the Bylaws. Pam Bunch motioned to approve the by-law addition. Stan Legenc seconded the motion. It passed.

**OMA questions** - brief discussion to review

**New Business:**

**By-law Review: Article III: Powers and Duties of the Board** - Trustees need to be ready to discuss this at the July meeting.

**Library Closings for FY 2018-19 (see attached)** - Stan Legenc motioned to approve the TDL closing dates for the 2018-2019 fiscal year. Pam Bunch seconded the motion. It passed.

**Contract between Friends and TDL** - working on details for a \$1 lease of the space/room for the Friends' group. This is a way to protect the library and the Friends' group.

**Table of Contents** - discussed during the Friends' report.

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

Adjourned at 6:44PM

Next meeting will be Tuesday, July 17, 2018 at 5:30PM.

Respectfully submitted,

Carma Roesch

TDL Board of Trustees Secretary

Approved July 17, 2018