Approved ~~Proposed~~ Minutes
September 11, 2018
5:32PM - 7:24PM
Tecumseh District Library

The September 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 Heather Burdick, Stan Legenc, Matt Linke, Jane Poczatek, Judy Prater, and Carma Roesch. Also present was Library Director Susan Bach. Trustee Pam Bunch was absent.

Approval of the September 2018 Agenda - Heather Burdick moved to approve the agenda. Judy Prater seconded the motion. It passed.

Public Comment Re: Agenda Items: no comment

Minutes from the August 21, 2018 Meeting: (see attached) Motion: Stan Legenc moved to approve the August meeting notes with one small adjustment of beginning meeting time of 5:32PM. Judy Prater seconded the motion. It passed.

Treasurer's Report (see attached) Motion: Judy reviewed her report with the Board. Heather Burdick motioned to approve the report. Matt Linke seconded the motion. It passed.

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

Building and Grounds Report: Susan Bach shared information from the roofing company. There were two small holes and they have been patched. The work was covered by the warranty. Drain had been plugged from debris from the pine tree. It is recommended to trim the blue spruce to avoid future plugging. Other building items are being considered and reviewed by the Board.

Friends Report (informational): $238.75 from the last book sale. They are working on the next sale during Appleumpkin. New policies are being worked on by the group. Table of Contents is coming up and work is happening.

Director's Report: (see attached): Susan shared more details regarding her report.

Old Business:
Advocacy - Board members are asked to invite community members to attend the next Board meeting.
Gifts & Memorials - Thank you notes - Board members will continue to send thank you notes to those who have donated to the TDL.
Contract with Friends - Friends' space for $1 per year. Contract is ready to be presented to the Friends' group. Stan Legenc made the motion to approve the contract with some formatting updates. Matt Linke seconded the motion. It passed.
Table of Contents event - Heather Burdick shared an update for the TDL table at the event.

New Business:

Audit Review: Tabled until the October meeting.

Personnel and Internet Policies Review: Board discussed making updates to these policies. Language of the policies could be adjusted as follows:

1. Employment of Minors: according to Michigan government, youth employment standards Act of 1978 defines minors as under 18 - add: *work permit is required even if the minor is home/cyber/virtual/online schooled, does not attend school, or out of state resident.
2. Remove Assistant Director from P26 and P30
3. Internet Policy should be updated following requirements of PA 212, define various terms within the policy.

More discussion will happen at the October meeting after some more research and thought.

Retreat: November 10, 2018 - 8:30AM-2PM

Elections: Vote 411 information

Spruce Tree: Tree needs to be trimmed or taken down. Information will be sought for this work.

By-laws Review: Article IV - Tabled until the October meeting.

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

Other Business:

- CBA report was shared. The Board would like to seek information about more parking from the lot next to the current parking lot on Evans St.
- Jane sent flowers to Deb Lawson and family in sympathy for the passing of their son-in-law.
- Jane wrote a thank you note to thank you to the Marketing Committee for all of their great work and ideas.
- Friends' of the Library week celebration before the next Friends' meeting on October 8, 2018.

Adjourned at 7:24PM

Next meeting will be Tuesday, October 16, 2018 at 5:30PM.

Respectfully submitted,
Carma Roesch
TDL Board of Trustees Secretary
Approved October 16, 2018