

Approved ~~Proposed~~ Minutes

October 16, 2018

5:32PM - 6:56PM

Tecumseh District Library

The October 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 was Library Director Susan Bach.

Approval of the October 2018 Agenda - Heather Burdick moved to approve the agenda. Stan Legenc seconded the motion. It passed.

Audit Report from Stevens, Kirinovic, and Tucker. Presentation by William I Tucker IV, CPA.

Public Comment Re: Agenda Items: no comment

Minutes from the September 11, 2018 Meeting: (see attached) Motion: Stan Legenc moved to approve the September meeting notes. Pam Bunch 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: Heather Burdick made a motion to accept the consent agenda. Judy Prater seconded. It passed.

Friends Report (informational): New policies are being worked on by the group. Table of Contents is coming up and work is happening. Raffle license was approved for the event. Balance as of September 30 is \$10, 551.86. Recent book sale during Appleumpkin was great and made \$1154.16.

Director's Report: (see attached): Susan shared more details regarding her report. Susan shared that she discussed with the Friends' group at the October 8 meeting the contract between the TDL and the Friends' group. A generous donation came from the Herrick Foundation which will allow for the History Room to be upgraded to meet archival standards. Other monies from the donation will be used to update the space within the History room as well as to future grounds projects. Many building and

grounds projects have been worked on and/or looked into over the last month. The Pop Up Library made its debut at Appleumpkin and it was well received. The community was very positive about the library. Mini Rural Libraries conference will be April 29-30, 2019. Susan spoke with Anne Suerynck about the election situation and they have come up with the best solution for the library. The upcoming election ballot states to vote for no more than three trustee seats. This is erroneous on the ballot. Voters are to vote for three and in January a board member will be appointed to fill the seventh seat.

Motion to spend donations - Stan Legenc made a motion to approve an expenditure of up to \$12,500 for the History Room environmental upgrades. Heather Burdick seconded the motion. It passed.

Old Business:

Advocacy - Board members are asked to invite community members to attend the next Board meeting. Work with Friends' group to get them to attend the Board meetings. Thank you to the Marketing Committee for their hard work on advertising, etc. for the library. Trustees are asked to pay close attention to elections and next sessions, especially those that concern libraries and library policies.

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 - Susan Bach and Jane Poczatek will handle the details at the next Friends' meeting.

Table of Contents event - Heather Burdick reported that things are moving along very well for the event. Event is November 4, 2018. November 3 at 1pm is set up. Desserts should arrive between noon and 1 on November 4.

Personnel and Internet Policies - Brief review and the Board is moving forward with the proposed changes that were discussed at the September meeting. A vote will take place at the November meeting to approve the policies.

Retreat - Updated date will be **November 17 8:30am-1:00pm**. Self evaluation will be the primary focus. Carma will be creating a sign up for food, etc. Heather mentioned the next strategic plan. Likely that will be discussed in January.

By-Laws Section IV - Possible updates would might include: Update Section 4 by adding: *Terms of office shall commence upon election and terminate upon the election of new officers at the next annual meeting of the Board of Trustees or at such time that the officer's successor has been duly elected or appointed. No officer shall serve more than two (2) consecutive terms in the same office, except for the office of treasurer.* Update Section 6 by adding: *In the event of death, resignation, removal, or other inability to serve of any officer, ...* Update Section 7 by adding: *Any officer may be removed with or without cause by vote of two-thirds (2/3) of the members of the Board of*

Trustees then in office at any regular or special meeting. Jane and Susan will do some more research about this topic and will bring to the November meeting.

New Business:

Audit Review

Election Update - Susan spoke with Anne Suerynck about the election situation and they have come up with the best solution for the library. The upcoming election ballot states to vote for no more than three trustee seats. This is erroneous on the ballot. Voters are to vote for three and in January a board member will be appointed to fill the seventh seat.

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

Other Business:

Adjourned at 6:56PM

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

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