

Approved ~~Proposed~~ Minutes
February 18, 2020
5:38 PM - 7:05 PM
Tecumseh District Library

Reading of the mission and vision statements.

The February meeting of the Tecumseh District Library Board was called to order at 5:38 PM by President Jane Poczatek. Roll call was taken. The Trustees present were Pam Bunch, Heather Burdick, Lisa Hart, Matt Linke, Jane Poczatek, Judy Prater, and Carma Roesch. Also present was Library Director Susan Bach.

Approval of the February 2020 Agenda - Heather Burdick moved to approve the agenda as amended. Judy Prater seconded the motion. It passed.

Public Comment Re: Agenda Items: no public comment

Minutes from the January 21, 2020 Meeting (see attached) Motion: Pam Bunch moved to approve the January meeting notes as amended. Heather Burdick seconded the motion. It passed.

Treasurer's Report (see attached) Motion: Judy shared more information from the report. Heather Burdick moved to approve the treasurer's report. Lisa Hart seconded the motion. It passed.

Consent Agenda: (see attached) Motion: Lisa Hart made a motion to accept the consent agenda. Matt Linke seconded. Programming will be doing some live streaming in the future. It passed.

Friends' Report (informational): A new treasurer for the Friends' group will be Debbie Gilbey. The book sale went well. There are also some new members.

Director's Report: (see attached): Susan shared more details regarding her report. A new library assistant has been hired and started work last week. Susan reviewed how the strategic plan is coming along as well as other updates at the library.

Old Business:

- **Advocacy** - proposed in the federal budget is to cut funding to libraries. LSTA Act supports libraries. Really important to take action to email representation to advocate for libraries. Rurals conference registration is open.
- **Gifts & Memorials** - Thank you notes
- **Review P-31 Resignation or Discharge (tabled item)** - Susan has emailed the attorney to review this policy and is waiting to hear back from them regarding this policy and its wording.
- **Strategic Plan: Update from Director & Vice-President** - Susan shared this information during her Director's Report.
- **Review & approve By-Laws Article VIII – Library Director (2nd reading)** - Heather Burdick reread the by law including any changes. Pam Bunch moved to approve the changes. Judy Prater seconded the motion. It passed.
- **Committee Appointments** - the list was distributed and will be uploaded to the Trustee folder in Google Drive.

New Business:

- **Finance Semi-Annual Report by Treasurer** - Judy reviewed the report with the board. This report included investment reports, money market reports, and monthly and yearly expenses.
- **Finance Policies Reviewed** - all policies look good as is.
- **November Ballot: what Trustees are up for re-election** - Pam Bunch, Lisa Hart (two-year term), Judy Prater, Carma Roesch are up for re-election in 2020. Pam Bunch has decided to not run in the November election.
- **Annual Report: State of the Library** - Building is doing well; 2644 adult materials have been added; 1304 children and teen materials have been added; weeding and shifting of the collection continues; 13 staff members; Debbie Gilbey will be retiring in May and she is working on her job description for the next Administrative Assistant and the transition; Programming has increased slightly over the past year; 216 programs were offered and 5,598 people attended programs; programs requiring a material fee can now be paid for through PayPal; TDL has partnered with Neighbors of Hope and supplies donated books; staff have been involved in visiting the schools to promote the library; TDL continues to advertise in Homefront; most of the property tax checks have been received; TDL received many donations from local patrons; the Friends' group is very supportive of the library.
- **Review By-Laws Articles IX and X** - Heather Burdick shared information regarding these by-laws and additions/clarifications. Lisa Hart made a motion to add Article IX as a new by-law. Matt Linke seconded the motion. A discussion of the by-law title took place to be more precise. It passed. Pam Bunch made a

motion to approve Article X. Judy Prater seconded the motion. It passed. The second readings of both by-laws will take place in March.

- **Executive Committee Meeting Report** - turn in big binders. Everything for the Board of Trustees will be in Google Drive for future reference. The old binder contents will be shredded. By-laws readings will be complete after March. Once a year the Board will review and this process will continue over the years.

Public Comment - non-agenda items: no public comment

Other Business:

- **Next Month:**
 - **2nd readings of Articles IX and X**
 - **Director Evaluation Questionnaire Presented to Board for Approval**
 - **Public Library Association Conference every other year**
 - **Heather Burdick will be running the March meeting.**
- **Good of the Order**

Adjournment at 7:05 PM

Next Meeting: March 17, 2020, @ 5:30 pm

Respectfully submitted,
Carma Roesch
TDL Trustee Secretary
Approved March 17, 2020