

Approved ~~Proposed~~ Minutes

March 17, 2020

5:31 PM - 6:51PM

Tecumseh District Library

Reading of the mission and vision statements.

The March meeting of the Tecumseh District Library Board was called to order at 5:31 PM by Vice President Heather Burdick. Roll call was taken. The Trustees present were ~~Pam Bunch~~, Heather Burdick, Lisa Hart, Matt Linke, Jane Poczatek, Judy Prater, and Carma Roesch. Not present was Pam Bunch. Jane Poczatek video conferenced into the meeting. Also present was Library Director Susan Bach.

VP Burdick read a new amendment to the TDL Trustee By-Laws regarding video conferencing for Trustees at meetings, Article VI:

Section 8. Board meetings may be conducted using remote means of teleconferencing and/or videoconferencing. If there are members who are attending a meeting via teleconference and/or videoconference, a roll call vote must be taken for each decision to ensure voting accuracy.

Judy Prater made a motion to accept video conferencing for members who can not physically be present at the meeting. Matt Linke seconded the motion. A roll call vote was taken. All members approved and the motion was passed.

**Approval of the March 2020 Agenda** - Lisa Hart moved to approve the agenda as amended. Judy Prater seconded the motion. Roll call vote was taken and it passed.

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

**Minutes from the February 18, 2020 Meeting (see attached) Motion:** Judy Prater moved to approve the February meeting notes as amended. Jane Poczatek seconded the motion. Roll call vote was taken. It passed.

**Treasurer's Report (see attached) Motion:** Judy shared more information from the report. Lisa Hart moved to approve the treasurer's report. Matt Linke seconded the motion. Roll call vote was taken. It passed.

**Consent Agenda: (see attached) Motion:** Marketing report will follow up later. Matt Linke made a motion to accept the consent agenda. Lisa Hart seconded. Roll call vote was taken. It passed.

**Friends' Report (informational):** Heather filled in the Board from the meeting. Book sale raised almost \$600. More are coming to sales. Need more help at 1:45 for closing up the sale. The next book sale is tentatively planned for the first weekend in May. Looking for more members as well.

**Director's Report: (see attached):** Susan shared more details regarding her report. Looking for another library assistant. The library has added two recumbent bikes and a lightbox have been added to the library for the dreary winter months. During this time out, the library staff is working hard to promote online and distance learning for all community members. Some staff have asked to be able to work on projects in the library while the library is closed. The thought is that staff should wait two weeks and then be able to go into work, unless the governor states otherwise.

#### **Old Business:**

- **Advocacy** - many of the advocacy events have been canceled or postponed at this time.
- **Gifts & Memorials** - Thank you notes - continue to write them.
- **Review P-31 Resignation or Discharge (tabled item)** - Legal team made a few changes. More discussion and this will be voted on at the April meeting.
- **Strategic Plan: Update from Director & Vice-President** - Not many new things this month. Most of the focus has been on canceling events during the Coronavirus shut down.
- **Second Reading of By-laws Article IX – Immunity, Insurance, and Indemnification** - Jane Poczetek made a motion to approve the changes to Article IX. Matt Linke seconded the motion. Roll call vote was taken. It passed.
- **Second Reading of By-laws Article X – Amendments** - Judy Prater made a motion to approve the changes to Article X. Matt Linke seconded the motion. Roll call vote was taken. It passed.

#### **New Business:**

- **Policy O-19 Recording of Library Programs Proposed Amendments** - Lisa Hart made a motion to approve amended Policy O-19. Jane Poczatek seconded the motion. Roll call vote was taken. It passed.
- **Director Evaluation Questionnaire presented to the Board for approval** - tabled until the April meeting
- **Library closure effective March 15-April 5, 2020. The library is scheduled to reopen on Monday, April 6, 2020.**
- **Permission Slips for recording at programs** - Lisa Hart made the motion to accept the permission slip for recording. Judy Prater seconded the motion. Roll call vote was taken. It passed.

- **Policy O-21 Pandemic policy** - Jane Poczetek made a motion to accept the policy. Matt Linke seconded the policy. Roll call vote was taken. It passed.
- **Referrals of possible new Trustees** - Pam Bunch has decided to not run again for the TDL Library Board. There will be an opening on the board. Susan will get more information out to the public after the pandemic is over.

**Public Comment - non-agenda items:** no public comment

**Other Business:**

- **Next Month:**
  - **National Library Week - April 19-25, 2020**
  - **Volunteer Week - April 19-25, 2020**
  - **Administrative Assistant Day is April 22, 2020**
- **Good of the Order**
- **Census update** - people will be updated via Facebook messages since the library will be closed during this time. The League of Women Voter members might be able to attend on another day to make sure people can get counted in the census.

**Adjournment at 6:51PM**

**Next Meeting: April 21, 2020, @ 5:30 pm**

Respectfully submitted,  
Carma Roesch  
TDL Trustee Secretary  
Approved May 19, 2020