

Approved ~~Proposed~~ Minutes  
December 15, 2020  
5:33 PM - 6:41 PM  
Tecumseh District Library - Zoom meeting

Reading of the mission and vision statements.

The December Zoom meeting of the Tecumseh District Library Board was called to order at 5:33 PM by President Jane Poczatek. Roll call was taken. The Trustees present via Zoom were Pam Bunch from Tecumseh Twp., Lenawee, Michigan; Heather Burdick from Tecumseh, Lenawee, Michigan; Lisa Hart from Tecumseh, Lenawee, Michigan; Matt Linke from Raisin Twp., Lenawee, Michigan; Jane Poczatek from Tecumseh, Lenawee, Michigan; Judy Prater from Tecumseh, Lenawee, Michigan; and Carma Roesch from Raisin Twp., Lenawee, Michigan. Also present were Library Director Susan Bach, Debbie Gilbey, who will be a new Trustee in January, and Chuck Harpst, library employee.

**Approval of the December 2020 Agenda** - Heather Burdick moved to approve the agenda. Matt Linke seconded the motion. Roll call vote was taken and it passed.

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

**Minutes from the November 17, 2020 Meeting (see attached) Motion:** Judy Prater moved to approve the November meeting notes. Pam Bunch seconded the motion. Roll call vote was taken. It passed.

**Minutes from TDL Board Retreat November 14, 2020:** Lisa Hart moved to approve the November retreat meeting notes. Pam Bunch seconded the motion. Roll call vote was taken. It passed.

**Minutes from the TDL Board Retreat November 21, 2020:** Heather Burdick moved to approve the November retreat meeting notes. Matt Linke seconded the motion. Roll call vote was taken. It passed.

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

**Approval of the consent December 2020 Agenda** - Pam Bunch moved to approve the agenda as amended. Heather Burdick seconded the motion. Pam pointed out how great the programming is going considering the pandemic. Roll call vote was taken and it passed.

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

**Old Business:**

- Advocacy - Gifts & Memorials - Thank you notes
- New Trustee Recruitment – Election has been certified = 4 Trustees elected to 4 open Board seats
- Board Retreat: follow-up - make sure to review those notes before January's meeting.
- Nominating Committee: Proposed Slate of Officers - Proposed slate: Heather Burdick, President; Lisa Hart, Vice President; Carma Roesch, Secretary; Judy Prater, Treasurer

## **New Business**

- Millage revenues will begin to arrive this month
- Public Relations Policies – *postponed until meetings are in person.*
- Remote Work Policy During Pandemic – review and approve (Roll Call Vote) Heather Burdick made a motion to approve the policy. Pam Bunch seconded the motion. Discussion of the policy and amended motion to address some wording. Roll call vote was taken. It passed as amended.
- Remote Board Meetings Policy – review and approve (Roll Call Vote) Matt Linke made a motion to approve the policy. Heather Burdick seconded the motion. Discussion of the policy took place. Roll call vote was taken. It passed.
- Continuing Education – Login to your new United for Libraries account
- Strategic Plan/Trustee Goals: updates

**Public Comment - non-agenda items:** Debbie mentioned that she was able to get into United for Libraries without any trouble.

## **Non-Agenda Items**

### **Other Business**

- Next Month: Meeting date & time set; New Trustees sworn in; New Officers announced & proposed Slate of Officers approved; New Officers voted on and Officers assume duties; Friends Annual Meeting; Director Evaluation Questionnaire – tabled until in-person meetings resume;
- Good of the Order - Trustee December Christmas Social – gifts should be at TDL (staff room) by December 15<sup>th</sup>.
- Sunshine Fund: Staff appreciation ~ December & February

**Adjournment at 6:41 PM**

**Next Meeting: January 19, 2021 @ 5:30 pm**

Respectfully submitted,  
Carma Roesch  
TDL Trustee Secretary  
Approved January 19, 2021