

Approved ~~Proposed~~ Minutes

January 19, 2021

5:31 PM - 6:22 PM

Tecumseh District Library - Zoom meeting

Reading of the mission and vision statements.

The January Zoom meeting of the Tecumseh District Library Board was called to order at 5:31 PM by President Jane Poczatek. Roll call was taken. The Trustees present via Zoom were Heather Burdick from Tecumseh, Lenawee, Michigan; Lisa Hart from Tecumseh, Lenawee, Michigan; Matt Linke from Britton, 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, Maureen Burns, and Mary Beth Reasoner. Absent was Trustee *elect* Debbie Gilbey.

Approval of the January 2021 Agenda - Lisa Hart moved to approve the agenda. Heather Burdick seconded the motion. Roll call vote was taken and it passed.

Public Comment Re: Agenda Items: no public comment

Swearing in of new Trustees - Debbie Gilbey was absent so she will be sworn in at the February meeting. Lisa Hart, Judy Prater, and Carma Roesch were sworn in.

Proposed Slate of Officers Voted on; new Officers were sworn in and assume duties - Heather Burdick, President; Lisa Hart, Vice President; Carma Roesch, Secretary; Judy Prater, Treasurer. Motion made by Heather Burdick made to approve the slate of officers. Seconded by Matt Linke. Roll call vote was taken and it passed.

Minutes from the December 15, 2020 Meeting (see attached) Motion: Jane Poczatek moved to approve the December meeting notes. Judy Prater 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. Jane Poczatek seconded the motion. Roll call vote was taken. It passed.

Approval of the consent January 2021 Agenda - Jane Poczatek moved to approve the agenda as amended. Lisa Hart seconded the motion. Roll call vote was taken and it passed.

Director's Report: (see attached): Susan shared more details regarding her report. The state report is quite different due to COVID. Tutoring is now linked on the website. Laptops for staff who are working from home. More hotspots are available to patrons thanks to donations. 23 digital cards; 20 cards that were renewed. Welcome to our new library assistant, Oscar! Planning to re-open to limited library use on January 25, 2021. This will be back to the same stage that was in October. Jane was thanked for her years of service as President of the TDL Board.

Old Business:

- Advocacy - Gifts & Memorials - Thank you notes
- Nominating Committee: Proposed Slate of Officers Presented & Voted On

New Business:

- Extension of PA 228 (October 2020) – remote meetings for any reason extended until March 31, 2021
- Safe Deposit Box – Signature Form
 - *The names of Heather Burdick, Judy Prater, Susan Bach, and Chuck Harpst will be listed on the form to be able to get into the safe deposit box.*
 - *The names of Jane Poczatek and S. Gayle Hazelbaker will be removed from the safe deposit box.*
- Materials & Circulation Policies – postponed until meetings are in person.
- 2021 Date and Meeting times set – discuss and approve (Roll Call Vote) (see attached):
 - Lisa Hart moved that we accept the proposed meeting schedule. Judy Prater seconded. Roll call vote was taken and it passed.
- Committee Assignments (see attached)
- Board Calendar: add Annual By-Law Review to July - Jane Poczatek made a motion to add the annual by-law review to the July meeting agenda. Lisa Hart seconded the motion. Roll call vote and it passed.
- Friends Annual Meeting - no meeting in January
- Continuing Education - quarterly updates from Trustees. Options include United for Libraries, conferences, etc.
- Strategic Plan/Trustee Goals: updates - January 2021, community liaison; social media; continuing education; elevator speech; advocacy; goals

Public Comment - non-agenda items: Maureen Burns expressed her concerns about the library being closed during the last few months.

Non-Agenda Items

Other Business

- Next Month: Annual Report ~ State of the Library; Finance Policies reviewed – tabled until in-person meetings resume; Director Evaluation Questionnaire – tabled until in-person meetings resume;
- Good of the order - Thank you Jane Poczatek for your years of service as President of the TDL Board.
- Sunshine Fund - replenish funds for 2021 - \$20 per trustee to start

Adjournment at 6:22 PM

Next Meeting: February 16, 2021

Respectfully submitted,
 Carma Roesch
 TDL Trustee Secretary
 Approved February 16, 2021