

Approved ~~Proposed~~ Minutes

February 16, 2021

5:31 PM - 6:32 PM

Tecumseh District Library - Zoom meeting

Reading of the mission and vision statements.

The February Zoom meeting of the Tecumseh District Library Board was called to order at 5:31 PM by President Heather Burdick. Roll call was taken. The Trustees present via Zoom were Heather Burdick from Tecumseh, Lenawee, Michigan; Debbie Gilbey from Raisin Twp, 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, Mary Beth Reasoner, Chuck Harpst, and Rita Miller.

Approval of the February 2021 Agenda - Jane Poczatek moved to approve the agenda. Judy Prater 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 sworn in as she was absent from January's meeting.

Minutes from the January 19, 2021 Meeting (see attached) Motion: Lisa Hart moved to approve the January meeting notes. Matt Linke seconded the motion. Roll call vote was taken. Judy Prater was unable to respond due to technical difficulties. It passed.

Treasurer's Report (see attached) Motion: Judy shared more information from the report. Millage renewal is being discussed. The endowment report was discussed as well. Debbie Gilbey moved to approve the treasurer's report. Jane Poczatek seconded the motion. Roll call vote was taken. It passed. Discussion on the signature cards for the bank. Motion updated to include the finance committee on the signature card: President, Heather Burdick; Treasurer, Judy Prater, and Jane Poczatek be on file to sign checks. Carma Roesch will be taken off the signature card. This will be effective immediately. Jane Poczatek made a motion to accept. Lisa Hart seconded the motion. Roll call vote was taken. It passed.

Approval of the consent February 2021 Agenda - Debbie Gilbey moved to approve the agenda as amended. Matt Linke seconded the motion. Judy Prater was unable to respond due to technical difficulties. Roll call vote was taken and it passed.

Director's Report: (see attached): Susan shared more details regarding her report. Teens have an opportunity for a book in a box pick-up. TDL is now offering an online tutoring program. This is a program offered at no cost through the Woodlands Coop. The next audit is scheduled for the week of August 2, 2021. Chuck is going to be digitizing many back issues of the Tecumseh Herald. TDL staff should be able to get vaccinated soon. Signature cards need to be updated and on file at the bank.

Old Business:

- Advocacy: Gifts & Memorials – Thank you notes
- Continuing Education: United for Libraries Short Takes for Trustees – *What it Means to be a Trustee*

New Business:

- Annual Report on State of the Library - Susan reviewed the state of the library from her report. One major item that had to be repaired was a rooftop heating unit. The TDL Friends' group continues to help as much as possible even during these challenging times. See attached for more information.
- Financial Policies Reviewed – *Postponed until meetings are in person*
- November Ballot: Trustees up for re-election (None)
- Executive Committee Meeting Report - met on January 26, 2021 (Heather, Judy, and Carma)
 - **November Board Retreat** - May 2023 Millage organizing/planning; Webinar about elections and how they work, possibly get with Shirley Bruusema.
 - **Continuing Education** - United for Libraries for Trustees; Trustees should go there to create new accounts to work through the videos.
 - **2021 Director's Evaluation - May** - Will be completed this May 2021; 2020 evaluation may be done at the same time due to the shut down due to COVID.
 - **Conflict of Interest Section in By-Laws?** - Rough draft was reviewed for future discussion at a regular Board meeting. Will be added for the first reading at an upcoming meeting. Also, a social media policy should be reviewed at an upcoming meeting per a rough draft.
 - **2023 Millage**
 - **Request donations from Friends' of Tecumseh District Library** - The last time a millage was up, the Friends' donated \$750 per year for three years. Heather will contact the Friends' to ask about this millage.
 - **Seek out possible Ballot Question Committee Chairpersons** - committee would consist of community members, not members of the TDL Board or staff of the library. There are guidelines that would need to be followed by the committee.
- By-Laws Update: Conflict of Interest Section – 1st Reading Lisa Hart motioned to approve adding this to the by-laws. Jane Poczatek seconded the motion. Roll call vote was taken. It passed.
- Social Media Policy - informational for the TDL Board. Trustees can share any questions with Susan.

Public Comments Re: Non-Agenda Items

Other Business

- Next Month: Financial Semi-Annual Report by Treasurer; Director Evaluation Questionnaire – tabled until in-person meetings resume; By-Laws Conflict of Interest Section – 2nd Reading
- Good of the Order: Board Letter to Herald Thanking Patrons
- Sunshine Fund

Adjournment at 6:32 PM

Next Meeting: March 16, 2021

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