

Approved ~~Proposed~~ Minutes

April 20, 2021

5:33 PM - 6:25 PM

Tecumseh District Library - Zoom meeting

Reading of the mission and vision statements.

The April Zoom meeting of the Tecumseh District Library Board was called to order at 5:33 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; 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 was Library Director Susan Bach. Trustee Lisa Hart was absent.

Approval of the April 2021 Agenda - Jane Poczatek moved to approve the agenda. Debbie Gilbey seconded the motion. Roll call vote was taken and it passed.

Public Comment Re: Agenda Items: no public comment

Minutes from the March 16, 2021 Meeting (see attached) Motion: Debbie Gilbey moved to approve the March 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. Brief discussion about the Master's Report being delivered more timely to the library. Jane Poczatek made a motion to accept the treasurer's report. Debbie Gilbey seconded the motion. Roll call vote was taken. The treasurer's report passed.

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

Friends Report: no Friends report as they did not meet.

Director's Report: (see attached): Susan shared more details regarding her report. Staff evaluations and goal setting meetings are complete. Susan did a brief presentation about National Library Week and all of the library services to the city commission. Social Media Policy is being reviewed by the attorney. The attorney will sell the TDL a policy and it can be reworked to fit the needs of TDL. One policy will be for staff and another for non-staff. New library assistant opening is in the process of interviews. Spring projects are underway. Staff PD will be Friday, May 7, 2021, with speakers coming in to the library to speak with the staff. Community Survey will be going out soon to the community for the library.

Old Business:

- Advocacy
 - Gifts and Memorials – Thank you notes
 - MLA Advocacy Day - April 20, 2021 - 8:30 am - Zoom meetings throughout the day - Judy, Jane, and Carma attended a few Zoom sessions.
 - ALA Annual Conference – June 23-29, 2021 Virtual
- Strategic Plan Update
 - [See updated Strategic Plan](#)

- Move parking lot goal to later deadline date (Roll Call Vote) - This part of the strategic plan will be tabled until the next cycle. Debbie Gilbey made a motion to approve. Judy Prater seconded the motion. Roll call vote was taken. It passed.
- Trustee Goals Update - TDL Trustees are on track for goals.
- Continuing Education: United for Libraries Short Takes for Trustees - *Board Ethics*

New Business:

- Public Meetings - OMA; MDHHS changes for April; Lenawee County State of Emergency, ends April 30, 2021. The May 18, 2021, meeting is currently scheduled to be face to face in meeting room A to allow for spacing of board members.

Public Comments Re: Non-Agenda Items - no public comment

Other Business

- Next Month: Budget revision review; 2021-2022 Proposed Budget presented; Director Evaluation Questionnaire - tabled until in-person meetings resumed
- Good of the Order
- Sunshine Fund

Adjournment at 6:25 PM

Next Meeting: May 18, 2021

Respectfully submitted,
Carma Roesch
TDL Trustee Secretary
Approved May 18, 2021