

Approved ~~Proposed~~ Minutes  
August 18, 2020  
5:33 PM - 6:27 PM  
Tecumseh District Library

Reading of the mission and vision statements.

The August 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 were Pam Bunch, Heather Burdick, Lisa Hart, Matt Linke, Jane Poczatek, Judy Prater, and Carma Roesch. Also present was Library Director Susan Bach.

**Approval of the August 2020 Agenda** - Heather Burdick moved to approve the agenda as amended. Pam Bunch seconded the motion. Roll call vote was taken and it passed.

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

**Minutes from the July 21, 2020 Meeting (see attached) Motion:** Pam Bunch moved to approve the July 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. Heather Burdick seconded the motion. Roll call vote was taken. It passed.

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

**Director's Report: (see attached):** Susan shared more details regarding her report. The new library assistant Rita Miller is fitting right in and doing a great job. The new website is closer to completion. About 95% of the website has been switched over and will be ready for a full launch soon. July circulation is down from last year, but that should change after COVID. The audit has been completed and we will learn more at the October meeting. The CARES grant afforded the library to purchase PPE supplies. Mel Cat is back up and running. Sadly, Jonah Brockman will be stepping down from his library assistant position, but will be available to help with programming events.

**Old Business:**

- Gifts & Memorials - Thank you notes
- New Trustee Recruitment - share information with community members to gather interest for the seat on the board.

**New Business:**

- Board retreat - set date for November and discuss the topic
  - Planning to be over Zoom if we are unable to meet in person
  - Possibly two different sessions of two hours each.
  - Table the dates for now
  - One session for evaluation
  - One session for continuing education
  - Book talk on the book from Christmas, from Lisa

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

**Other Business:**

- Next Month: Director Evaluation Questionnaire – present to Board for approval; Library card sign up month; Personnel and Internet Policy review (dependent on the ability to meet in person)
- Good of the Order - Trustee Elections - share information with community members who might be interested.
- Sunshine Fund - Lisa will let us know if we need to donate more for the fund.

**Adjournment at 6:27 PM**

**Next Meeting: September 15, 2020, @ 5:30 pm**

Respectfully submitted,  
Carma Roesch  
TDL Trustee Secretary  
Approved September 15, 2020