

Approved ~~Proposed~~ Minutes
July 21, 2020
5:32 PM - 6:22 PM
Tecumseh District Library

Reading of the mission and vision statements.

The July Zoom meeting of the Tecumseh District Library Board was called to order at 5:32 PM by President Jane Poczatek. Roll call was taken. The Trustees present were Pam Bunch, Heather Burdick, Lisa Hart, Matt Linke, Jane Poczatek, and Judy Prater. Carma Roesch was excused. Also present were Library Director Susan Bach and Mary Beth Reasoner.

Approval of the July 2020 Agenda – Matt Linke moved to approve the agenda. Pam Bunch seconded the motion. Roll call vote was taken and it passed.

Public Comment Re: Agenda Items: no public comment

Minutes from the June 16, 2020 Meeting (see attached) Motion: Heather Burdick moved to approve the June meeting Minutes. Judy Prater seconded the motion. Roll call vote was taken. It passed.

Minutes from the June 16, 2020 Special Meeting-Public Budget Hearing (see attached) Motion: Lisa Hart moved to approve the June Special meeting minutes. Heather Burdick seconded the motion. Heather also made a recommendation to correct the minutes. Roll call vote was taken to support the motion to approve with the change to the minutes as amended. (See below.) It passed.

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

Director's Report: (see attached): Susan updated the Board with additional information since the July Director's Report was first submitted. Returned materials are all to be placed in the book drop in front of the library and must now be quarantined for 4 days (up from 3 days). Susan further outlined for the Board the process of quarantining once the books are retrieved from the book drop.

A number of patrons were unaware the library had reopened. Additional social media efforts are underway to raise awareness. Yard signs will be posted in the library lawn to further highlight the library is open. Outreach to patrons with overdue materials has started. Most patrons are accommodating, and the library has been extending the grace period to have as little conflict as

possible about fines. The Pop Up Library will be at the Farmers' Market on Saturday, July 25; Amanda Fields will manage this effort.

Susan will discuss with other county librarians the opportunity to appear on WLEN to highlight that libraries are opening, and working through all the necessary accommodations to open to the public since the pandemic began. She will also follow up with her contacts related to the success of the Census since the library was expected to support completing the census, but was closed. In addition to the success of the online programs the library has been offering, a successful live kayaking event took place. Chuck was an excellent ambassador for the library with this unique offering.

Susan asked the Board to consider extending the timelines of one of the strategic plan goals, involving Capital Expenditures (Goal #5) and specifically the parking lot enlargement. She indicated the staff has its hands full running day-to-day operations and there is no time to focus on this goal. Heather Burdick recommended consideration of also extending the timeline for the goal of providing all Tecumseh Public School students with library cards (Goal #9). Heather made a motion for both goals' deadlines to be extended six months, to April 2021 (from October 2020). Matt Linke seconded. Further discussion took place related to keeping the dialogue open between the library and the appropriate school contacts to support the schools as much as possible as they determine what will take place in the fall (online course, in person course, or hybrid). Jane also added feedback from an MLA Coffee hour with Representative Alyssa Slotkin and a bipartisan effort to support greater broadband access to the Internet. There should be funds trickling down from the state to library levels to support. Susan will take Board discussion back to the library staff and work on ideas related to supporting the schools, and report back to the Board.

A roll call vote on the motion to extend the timelines for both Goal #5 and Goal #9 was taken. It passed.

Old Business:

Strategic Plan: Updated as above.

New Trustee Recruitment: Board members encouraged to promote openings on the Board and encourage anyone interested to attend future Board meetings and/or discuss Trustee role with Susan. Election will take place November 4, 2020.

New Business:

Approve Yearly Consent Agenda: A motion to set the Consent Agenda for each Board meeting was made by Pam Bunch. Judy Prater seconded. Roll call vote was taken. It passed.

The Consent Agenda for each meeting will include:

All matters listed below are considered to be routine by the Library Board and will be enacted by one motion. There will not be separate discussion of items listed. However, if discussion is desired, that item will be removed from the Consent Agenda and will be discussed separately.

1. Committee Reports: Marketing, Programming, Technology
2. Gifts and Memorials

Public Comment - non-agenda items: no public comment

Other Business:

- Director Evaluation Questionnaire – present to Board for approval; set Retreat date and start work on topic – tabled for August meeting.
- Good of the Order - Jane, Heather and Susan met with Roxann Holloway, county clerk and the preparations for the Trustee elections are all set
- Sunshine Fund

Adjournment at 6:22 PM

Next Meeting: August 18, 2020, @ 5:30 pm – will be a virtual meeting unless otherwise advised

Respectfully submitted,
Lisa Hart, on behalf of Carma Roesch
TDL Trustee Secretary

~~Proposed~~ Revised Approved Minutes

June 16, 2020

5:00 PM - 5:16 PM

Tecumseh District Library

The June Special Budget Zoom meeting of the Tecumseh District Library Board was called to order at 5:00 by President Jane Poczatek. Roll call was taken. The Trustees present were Heather Burdick, Lisa Hart, Matt Linke, Jane Poczatek, Judy Prater, and Carma Roesch. Also present were Library Director Susan Bach and Mary Beth Reasoner. The trustee absent was Pam Bunch.

~~A discussion of the~~ The Proposed 2020-2021 ~~proposed~~ budget was discussed.

Meeting ended at 5:16 PM

Respectfully submitted,

Carma Roesch

TDL Trustee Secretary

Approved August 20, 2020