

Approved Minutes
November 21, 2017
5:34PM - 7:03PM
Tecumseh District Library

The November meeting of the Tecumseh District Library Board was called to order at 5:34PM by President Jane Poczatek. Roll call was taken. Trustees present were Pam Bunch, Heather Burdick, Stan Legenc, Matt Linke, Jane Poczatek, Judy Prater, and Carma Roesch. Also present were Library Director Gayle Hazelbaker.

Approval of the November 2017 Agenda - Stan Legenc motioned to approve the agenda. Matt Linke seconded the motion. It passed. One addition added by Jane Poczatek is the strategic plan.

Oath of Office: Jane Poczatek led the Oath of Office to Heather Burdick.

Public Comment Re: Agenda Items: no comment

Minutes from the October 17, 2017 Meeting and the November 18, 2017 TDL Board Retreat: (see attached) Motion: Stan Legenc moved to approve the October minutes as adjusted. Judy Prater seconded. Both passed.

Treasurer's Report (see attached) Motion: Judy reviewed the treasurer's report with the board. Heather Burdick moved to support the treasurer's report. Pam Bunch seconded and it passed.

Consent Agenda: (see attached) Motion: Stan Legenc motioned to approve the consent agenda. Matt Linke seconded and it passed.

Friends Report (informational): No official Friends' liaison in attendance. No pressing matters. \$5000.00 was approved for the security gates in the library. Report about Table of Contents event. Friends' have created an Ad Hoc committee to get more people to join the Friends' group.

Director's Report: (see attached): Gayle shared in addition to her report that the furnace had a loose wire and has now been fixed. The security gates are not quite working. The installer for the gates has been back several times. Without the gates working, many statistics are not available at this time. This is going to be fixed or money back.

Old Business:

United for Libraries video - Succession Planning and New Board Orientation

- We seem to be on the right track.
- All libraries are different in their planning.
- Strengths of each board member. Attributes of each member on the board.
- Staying on top of this due to board member resigning early.

Advocacy

- Continue advocacy as a whole and make sure to complete the surveys of attendance.
- Library of Michigan dispatch article
- Net Neutrality email - make sure to review.

Gifts and Memorials Thank You Notes - TDL Trustees are going to continue to write thank you notes to those who donate to the library.

Table of Contents Event - Very successful event; Friends' made just under \$3000

By-Law Revision

- **Article VI, section 3** - The annual meeting of the Board shall be the last regular meeting of the calendar year and shall be held for the purpose of election of officers, the establishment of regular meeting dates. The appointment of standing committees shall be completed annually in January.
- **Article IV, section 3** - The election of officers of the Board shall be held during the last regular meeting in December of each year.
- Stan Legenc motioned to accept the changes concerned these by-law revisions. Matt Linke seconded the motion. No further discussion. The motion passed.

Investment Report

- Judy reviewed the investment report with the Board.
- The library is doing well with the investments.
- Heather Burdick motioned to accept the report. Matt Linke seconded. It passed.

New Business:

- **Public Relations Policy Review** - The Board reviewed the policies as submitted.
- **Director Search** - Proposal from Hartzell-Mike Consulting, L.L.C. for the director search. This group has helped with strategic planning in the past. The proposal for their help would be \$11,700. They do all of the advertising and vetting of candidates for the Library Director position.
- Motion to accept the proposal was made by Matt Linke. It was seconded by Pam Bunch. Brief discussion about what the proposal includes for the search. The proposal details will be distributed to the Board. It passed.
- **Woodlands Co-op November Mtg.**
- By-laws review
- Jane will be the new Secretary/Treasurer

- Looking into the penal fines for libraries and what monies were reported.
- **Revise Policy P-30**
- Revisions for the policy to remove some extra language. Matt Linke moved to approve the changes and Heather Burdick seconded the motion. It passed.

Public Comment Re: Non-Agenda Items: no public comments

Stan Legenc and Pam Bunch left the meeting early, but there was still a quorum for voting on agenda items.

Other business - Christmas get together will be after the December meeting at Judy Prater's home.

Adjourned at 7:03PM

Next meeting will be Tuesday, December 19, 2017 at 5:30PM.

Respectfully submitted,
Carma Roesch
TDL Board of Trustees Secretary

Approved December 19, 2017