

Approved Minutes  
September 19, 2017  
5:33PM - 6:08PM  
Tecumseh District Library

The September meeting of the Tecumseh District Library Board was called to order at 5:33PM by President Jane Poczatek. Roll call was taken. Trustees present were Pam Bunch, Stan Legenc, Matt Linke, Jane Poczatek, Judy Prater, and Carma Roesch. Also present were Library Director Gayle Hazelbaker, Eric Burdick, Heather Burdick, and Gary Thompson. Absent from the meeting was Trustee Debbie Lawson.

**Approval of the September 2017 Agenda** - Stan Legenc motioned to approve the agenda. Pam Bunch seconded the motion. It passed.

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

**Minutes from the August 15, 2017 Meeting: (see attached) Motion:** Stan Legenc moved to approve the August minutes as adjusted. Judy Prater seconded. It passed.

**Treasurer's Report (see attached) Motion:** Judy Prater moved to support the treasurer's report. Pam Bunch seconded and it passed.

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

**Friends Report (informational):** Gary and Heather shared information from the Friends'. The last book sale took in a little over \$400. The Friends' are working on a publicity box for the Mystery Luau April 22, 2018. Special thanks to Anne Keller for her help.

**Director's Report: (see attached):** Gayle shared a bit from her report. Later in the meeting Gayle will discuss a date of library closing in October.

#### **Old Business:**

**Bi-Annual Survey** - Running through the month of September. It is very important for all library patrons and residents of Tecumseh to take the survey.

#### **Advocacy -**

- LSTA Full funding was approved and this is a step in the right direction. It is important for us to keep calling representatives.
- School open houses went well. 25 new library cards were issued during the school events.
- Friends' reception will be October 9, 2017. The TDL Trustees will be hosting this from 5:30-6:30. There will be a sign up for refreshments.
- Library of Michigan to write an article about our year of advocacy. Included in that will be our use of United for Libraries. Jane would like some quotes from TDL Trustees to include in the article.

**Gifts and Memorials:** Thank you notes to those who donated will be written by TDL Trustees.

**Table of Contents:** Meeting after the meeting to discuss the plan.

**Roof update:** Inspection of the roof has taken place. One of the installers did come and look at the roof in regards to the flying away pieces. Black pieces are flying off. These are not pieces of the roof, but other environmental pieces of leaves and dirt. This is very common for buildings with a flat roof. Matt and Gayle were able to work with the installer to see the roof. The next plan is to get photographic documentation of the roof and any other building and grounds issues so any concerns can be addressed as needed.

**Board Member Recruitment:** Heather Burdick has written a letter of interest to fill the upcoming vacancy when Debbie Lawson retires from the board. There will be an open discussion with Heather at a date in the future.

**New Business:**

**New Committee Chairs:** Judy Prater will be filling the Treasurer position and lead the Finance Committee. Pam Bunch will be leading the Fund Development committee. Matt Linke will be leading the Buildings and Grounds committee.

**Internet and Personnel Policy Review:** Gayle has reviewed these.

**Policy O-02 Unattended Child revision:** With the new Tecumseh Public Schools moving students in grades 2nd-6th grade closer to the library. This policy needed to be updated. The update covers this age group and all times of year. Pam Bunch motioned to approve. Matt Linke seconded. It was approved.

**Closing Request October 13, 2017:** Because we have run out of space in the adult fiction collection (558 shelves are full), I am going to switch it with the adult non-fiction books (377 shelves are full with a total of 588 available). If we closed on a Friday we could complete this huge project without interfering with patrons. Stan Legenc approved and Judy Prater seconded the motion. It was approved.

**United For Libraries Video:** Library Policies for the next meeting

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

Adjourned at 6:08PM

Next meeting will be Tuesday, October 17, 2017 at 5:30PM.

Respectfully submitted,

Carma Roesch

Approved October 17, 2017