

Approved Minutes  
December 20, 2016  
5:30PM - 6:38PM  
Tecumseh District Library

The December meeting of the Tecumseh District Library Board was called to order at 5:30PM by President Carolyn Feldkamp. Roll call was taken. Trustees present were Carolyn Feldkamp, Deb Lawson, Stan Legenc, Matt Linke, Jane Poczatek, Judy Prater, and Carma Roesch. Also present was Library Director Gayle Hazelbaker. Newly elected Trustee Pam Bunch was also present as a guest.

**Approval of the Agenda** - Stan Legenc motioned to approve the agenda and Judy Prater seconded. It passed.

**Public Comment Re: Agenda Items:** none.

**Minutes from the November 15, 2016, Meeting: (see attached) Motion:** Jane Poczatek moved to approve the November minutes. Stan Legenc seconded. It passed.

**Minutes from the December board retreat, December 3, 2016: (see attached) Motion:** Stan Legenc moved to approve the minutes. Deb Lawson seconded. It passed.

**Treasurer's Report (see attached) Motion:** Deb Lawson spent some time from the November meeting until the December meeting to review the audit report in full. Time was spent reviewing the audit report to break down the Endowment and Unassigned number for further explanation. Stan Legenc moved to accept the Treasurer's Report. The motion was seconded by Judy Prater and it passed.

**Consent Agenda: (see attached) Motion:** Stan Legenc moved to accept the Consent Agenda. The motion was seconded by Matt Linke and it passed.

- **Gifts and Memorials (informational):** Board members are going to remember to say thank you for those who have donated.

**Friends Report (informational):** Judy Prater was able to attend the Friends' meeting. It was a short meeting. The Friends' recognized a thank you note from Gayle. New officers are slated. Current budget is \$7630.73.

**Director's Report: (see attached):** Belt replacement for the blower was not successful. After the new year, more options will be investigated to fix the heat in the children's section.

New Trustee Pam Bunch and all of her necessary items will be ready for her in January.

**Old Business:**

**Slate of Officers Presented for 2017 (see attached):**

President - Jane Poczatek

Vice President - Stan Legenc

Secretary - Carma Roesch

Treasurer - Deb Lawson

Matt Linke moved to accept the officers as presented and seconded by Carolyn Feldkamp. It passed.

**Revision of Policy P-16** - This was a tabled issue from the November meeting. Due to FLSA did not go through, the policy will stay as it was. No changes needed. Matt Linke moved to not accept the policy revisions as presented. Stan Legenc seconded. It passed.

**New Business:**

**Public Relations Policies Review** - Public relations policies are not in need of any changes at this time.

**Meeting Day and Time Selected for 2017** - Discussion on which Tuesday of the month to have meetings. Meetings will be on the third Tuesday of each month. The time will stay the same at 5:30PM.

**For next month** - Bring personal vision statements from the December board retreat. Committees will also be discussed and assigned.

**Public Comment Re: Non-Agenda Items:** none

Adjourned at 6:38PM

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

Respectfully submitted,

Carma Roesch

Approved with one change January 17, 2017