

Approved Minutes
November 15, 2016
5:28PM - 7:18PM
Tecumseh District Library

The November 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.

Audit Report - Alan Panter from Abraham & Gaffney reviewed the audit report with the Board. He stated that the audit received an unmodified or excellent rating. The Board is very appreciative of the time taken to review the audit.

Minutes from the October 18, 2016, Meeting: (see attached) Motion: Stan Legenc moved to approve the October minutes. Matt Linke seconded. It passed.

Treasurer's Report (see attached) Motion: Jane Poczatek moved to accept the Treasurer's Report. The motion was seconded by Stan Legenc and it passed.

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

Friends Report (informational): Judy was able to attend the Friends' meeting. The Friends' meeting was very nice. The last book sale didn't bring in as much money as they had hoped. The Friends' voted on new officers who will take office in January. Book donations are always welcome.

Director's Report: (see attached): Further discussion of MeLCat orders by patrons requesting books using the service. Potential fees will be charged to patrons who request books, but do not pick up the materials. For now, patrons will be notified about the service and the costs that are incurred with this service by the library.

Old Business:

Open House for Lower Level - Board reviewed the sign up for the Open House on Sunday, November 20, 2016, and filled in any blanks. It's going to be great!

Board Retreat - Saturday, December 3, 2016 final details were discussed.

New Business:

Policy P-16, Lunch or Dinner Period, Revised - Gayle reviewed why the lunch time was an issue. Employees who need to stay later or work earlier still cannot go over their eight (8) hour work shift and/or 40 hours per week. This issue is being tabled until our December meeting. Gayle, Jane, and Carolyn will conduct some more research.

Operating Policies Review - Suggested some changes to Policy 0-20 and meeting room guidelines. These will be reviewed again in the future.

Nominating Committee to begin work for presentation in December. Judy, Stan, and Matt (non-officers) will be the committee to present the next slate of officers at the December meeting. The officers will begin in January.

December Christmas party - Party will be at Carolyn's home after the December 20th meeting. Board members are asked to bring a small dish to pass and a white elephant gift to exchange. Other gifts are optional.

Naming of Trustee meeting room - Founding Mothers' Room. A motion was made by Jane Poczatek and Stan Legenc seconded the motion. A plaque will be made that will also include the names of the Founding Mothers. It passed.

Public Comment Re: Non-Agenda Items: none

Adjourned at 7:18PM

Next meeting will be December 20, 2016 at 5:30 PM.

Respectfully submitted,

Carma Roesch

Board Secretary

Approved December 20, 2016