

Approved Minutes

March 21, 2017

5:40PM-6:41PM

Tecumseh District Library

The March meeting of the Tecumseh District Library Board was called to order at by President Jane Poczatek. Roll call was taken. Trustees present were Pam Bunch, Debbie Lawson, Stan Legenc, Jane Poczatek, Judy Prater, and Carma Roesch. Also present was Library Director Gayle Hazelbaker. Absent from the meeting was Matt Linke.

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

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

**Minutes from the February 21, 2017 Meeting: (see attached) Motion:** Debbie Lawson moved to approve the February minutes. Stan Legenc seconded. It passed.

**Treasurer's Report (see attached) Motion:** Stan Legenc moved to approve the report that was submitted and it was seconded by Judy Prater. It passed.

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

**Friends Report (informational):** Friends' reported having \$8998.75 in their balance. The Friends are having a used book sales and having different themes for those sales. They are also having a basket event this summer. April 9-15 is National Library Week. Chairs and chair holders have been donated to the library by the Friends to be delivered soon. Friends are more than welcome to come to the TDL Board meetings. Murder Mystery night will be coming soon. There is a free library coming to the Carnegie Library location. Table of Contents event also to be coming soon at TDL. Monday, April 10, 2017, is the next meeting. TDL trustees are encouraged to be/become Friends members and to attend meetings.

**Director's Report: (see attached):** Gayle reviewed her report with the board. Gayle and Jane shared a bit more about their upcoming trip to advocate for libraries in Washington, D.C.

**Old Business:**

- Advocacy - Jane shared information about where TDL Trustees can go online and other resources for the ability to advocate for libraries.
- Gifts & Memorials Thank you notes - Trustees are asked to continue to write thank you notes to donors.
- Friends reception - TDL Trustees would like to host a Friends appreciation reception for an upcoming meeting.
- Policy F-01 Revision - change the word approval to review in the policy. Debbie Lawson moved to approve the revision. Pam Bunch seconded. It was approved.

**New Business:**

- Woodlands Cooperative Report - Jane reported on the Woodlands Cooperative. Woodlands wants to be good stewards of their monies and are investing with Ameriprise. Woodlands offers many workshops for board members to attend and learn. Programs are offered for libraries to borrow should there be a need.
- Semi- Annual Financial Report - Debbie Lawson reviewed with the board the Financial Annual Review with the Board, see attached.
- Copies of the recap of TDL Trustee Self-evaluation goals for the year were distributed. The goals were categorized in groups of advocacy, funding, appreciation and other. These goals will be discussed in the appropriate committees with recommendations to be made as to how they can best be achieved by the board as a whole.
- Library Director evaluation- Jane will email the evaluation forms to the trustees to fill out in the coming month, due April 18th. Viewing the Director Evaluation Review Short Take on the United for Libraries website is recommended before filling out the evaluation.

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

Motion made by Pam and seconded by Stan to adjourn the meeting. All agreed.

Adjourned at 6:41PM

Next meeting will be Tuesday, April 18, 2017 at 5:30PM.

Respectfully submitted,

Carma Roesch

Approved April 19, 2017

