

Approved Minutes

April 19, 2017

5:33PM-6:25PM

Tecumseh District Library

The April 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, Debbie Lawson, Stan Legenc, Matt Linke, Jane Poczatek, Judy Prater, and Carma Roesch. Also present was Library Director Gayle Hazelbaker and Gary Thompson from the Friends' Group.

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

Executive report was pulled and CBA Report was added as well as the Building and Grounds report. It was passed with additions and deletions.

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

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

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

**Building and Grounds report:** Stan reviewed the report with the board. There was a brief discussion about the roof and sidewalks.

**Friends Report (informational):** Gary Thompson was present to share information about happenings with the Friends' Group. The Friends' balance is \$9390. Mystery Night is coming in April 2018. Looking for volunteers to help out, need about 35 people. Friends' participated in Celebrate Tecumseh last week near the TDL table. Membership information was handed out to many during the evening. The Friends' are doing another basket auction with a Michigan theme. Email them to enter a basket. Deadline is May 11, 2017. Event is Saturday, June 24, 2017. Auction will be at an outdoor farmer's market. October Friends' appreciation get together was also discussed.

**Director's Report: (see attached):** In addition to the report, Gayle has had some of the heavy traffic carpet areas cleaned. There will not be any new art displayed in front of the library during the art walk cycle.

**Old Business:**

- Advocacy - The Comic Books 101 community event has been canceled. It is asked that Trustees try to attend library sponsored programs and wear their name badges while in attendance.
  - Jane also mentioned the Google Form that Trustees will fill out after attending events and meetings.
  - Trustees and Gayle who attended the FOML workshop shared how that workshop went and things learned.
- Gifts & Memorials Thank you notes - Trustees are asked to continue to write thank you notes to donors.
- Volunteer, Staff, and Admin. Assistant appreciation month - Trustees received nice certificates and bags from the library staff. Volunteers were thanked via the newsletter. April 26, 2017, is Admin Assistant appreciation day.

**New Business:**

- Revised 2016-2017 Budget - Gayle reviewed the revised budget including revenues, operating expenses, capital outlay, and DDA Tax Capture. A motion was needed to approve the revised budget. Stan Legenc motioned to approve. Debbie Lawson seconded and it was approved.
- Homework assignment - "The Library's Budget for Trustees", Trustee Academy for the May meeting.

**Public Comment Re: Non-Agenda Items:** Gary Thompson asked about penal fines and how they help libraries. Portions of penal fines are given to libraries and other municipalities. This amount of money has decreased over the years.

Adjourned at 6:25PM

Next meeting will be Tuesday, May 16, 2017 at 5:30PM.

Respectfully submitted,

Carma Roesch

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