

Approved ~~Proposed~~ Meeting Notes

June 5, 2018

5:38PM – 6:15PM

Tecumseh District Library

The June special meeting of the Tecumseh District Library Board was called to order at 5:38PM by President Jane Poczatek. Roll call was taken. Trustees present were Pam Bunch, Heather Burdick, Stan Legenc, Matt Linke, Jane Poczatek, and Judy Prater. Trustee Carma Roesch was not present. Also present was Library Director Susan Bach. Gayle Hazelbaker, former Library Director, arrived at 5:50PM.

Approval of the June 5, 2018 Special Meeting Agenda – Judy Prater motioned to approve the agenda. Stan Legenc seconded the motion. Motion passed.

Brainstorming Session: Exit Interview Questions – Jane Poczatek gave the format for Gayle Hazelbaker’s exit interview, which would be a question-and-answer period followed by an opportunity for Gayle Hazelbaker to give comments.

Jane Poczatek had reviewed materials from the United for Libraries website to help determine possible exit interview questions. Other Board members also contributed exit interview questions. The following questions were determined to be useful:

1. How do you feel the Board and Director relationship worked, and how might it be improved, and what worked well?
2.
 - a. What did you like most about being the Director?
 - b. What did you like least about being the Director, and how could the Board have helped to improve it?
3. What issues should the Board address in the near future?
4. Is there anything unique about the Staff that you would like to tell the new Director, and is there anything you would have done differently when dealing with the Staff?
5. Do you have any parting advice to offer before leaving?
6. Do you have a singular memory from your time at the Library?
7. What do you feel is your greatest achievement?
8. Was there any defining moment at the Library that made to decide to retire?
9. Was there any issue with the Library that you would have liked to change, but did not? Why not?
10. What would be your vision for the Library going forward, if you had no limits on resources?

Motion to ask the above 10 questions at the exit interview was made by Pam Bunch. Stan Legenc seconded the motion. Motion passed.

Exit Interview: Gayle Hazelbaker, former Library Director – Gayle Hazelbaker arrived at 5:50PM for the Exit Interview. Jane Poczatek asked the exit interview questions. Gayle Hazelbaker’s responses follow each question.

1. How do you feel the Board and Director relationship worked, and how might it be improved, and what worked well?

Response: For the most part, the relationship always worked well. There is nothing I would have changed. The Board was always respectful. Communication to the Board being through the Board President was good.

2. a. What did you like most about being the Director?

Response: Having first dibs on the new books. In terms of working with the Board, I liked the collaborative feeling of being part of a team; having everyone in the same boat and rowing in the same direction. Even when there was disagreement, final decisions became the way we moved forward.

- b. What did you like least about being the Director, and how could the Board have helped to improve it?

Response: My least favorite part was when Trustees come unprepared. I feel it wasted my time and the time of the Trustees who were prepared, having to go over the information for the unprepared Trustees. I felt like it was disrespectful of Debbie’s [Gilbey] time, also, as she puts a lot of time into preparing the Board packets. I do not think there is anything the Board as a whole can do to fix it. It needs to be individual Trustees.

Follow-up question: Is there anything the Board can do to further “due diligence” requirement?

Response: Again, each Trustee needs to do it for themselves.

3. Any issues the Board should address in the near future?

Response: Not really. The self-evaluation the Board is going to do is really important. Changing the Director’s evaluation is great and helpful. I think everything was in good shape when I left.

4. Is there anything unique about the Staff that you would like to tell the new Director, and is there anything you would have done differently when dealing with the Staff?

Response: Trustees who are not prepared impact the Staff greatly. The Staff look at the Trustees as very powerful, knowledgeable, engaged, and interested participants in the Library. The Staff expect the Trustees to know them and recognize when they are doing a good job. They expect that the Trustees are aware of the funding and such to safeguard the Library. As an analogy, they see the Director as like “mom” and the Trustees as like “dad.”

5. Do you have any parting advice to offer before leaving?
Response: We have a great Board. Keep supporting the Director as a Board and as individual Trustees. It is helpful to know the Board supports and believes in the Director, and is there to help.
6. Do you have a singular memory from your time at the Library?
Response: That is hard on the spur of the moment. There have been many times I have felt proud-to-bursting, and buoyed by the Board during hard times. This has been the best professional experience I have ever had.
7. What do you feel is your greatest achievement?
Response: Taking the Library from where it was to where it is now. I am proud of the work the Board and I, and Staff and I, did.
8. Was there any defining moment at the Library that made to decide to retire?
Response: The renovation of the basement. I did not want to do another project like that.
9. Was there any issue with the Library that you would have liked to change, but did not? Why not?
Response: There was one bad situation when the Staff had a grievance with me and did not talk to me about it. Staff went to the Board, and the Board investigated the complaints. I felt betrayed by the Board and the Staff. I felt I had to let it go and move forward; but it was hard to let it go and forgive. I feel proud that I was able to do it.
10. What would be your vision for the Library going forward, if you had no limits on resources?
Response: Do a better job in Children's services. There is a lot of technology and programming that could be developed.
11. Comments?
Response: Thank you. It has been wonderful. I have enjoyed it immensely.

It was discussed that the Board could use this information for the Board self-evaluations and Strategic Planning session.

Judy Prater expressed that she was glad ~~the~~ that Gayle Hazelbaker was always so open for questions from Trustees.

Gayle Hazelbaker expressed that she was glad to be retired, and is still transitioning to that period in her life. She feels she gave everything she had, and glad she felt ready to retire.

Adjournment – The meeting was adjourned at 6:15PM.

Approved June 19, 2018