

Approved Minutes

October 17, 2017

5:34PM-6:28PM

Tecumseh District Library

The October meeting of the Tecumseh District Library Board was called to order at 5:34PM 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 were Library Director Gayle Hazelbaker, Heather Burdick, Gary Thompson and Bill Tucker.

**Approval of the October 2017 Agenda** - Stan Legenc motioned to approve the agenda. Judy Prater seconded the motion. It passed. Rural Libraries Conference Topic Submission was pulled from the agenda.

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

**Audit Review:** Bill Tucker from Stevens, Kirinovic & Tucker, P.C. was present to share information regarding the audit of the Tecumseh District Library.

**Minutes from the September 19, 2017 Meeting: (see attached) Motion:** Stan Legenc moved to approve the September minutes as adjusted. Debbie Lawson seconded. It passed.

**Minutes from the October 10, 2017 Special Meeting: (see attached) Motion:** Debbie Lawson moved to approve the August minutes as adjusted. Matt Linke seconded. It passed.

**Treasurer's Report (see attached) Motion:** Debbie reviewed the treasurer's report with the board. Stan Legenc moved to support the treasurer's report. Pam Bunch seconded and it passed.

**Consent Agenda: (see attached) Motion:** Matt Linke motioned to approve the consent agenda. Judy Prater seconded and it passed.

**Friends Report (informational):** Gary Thompson shared that it is Friends' of the Library week. There is a celebration at J. Trees Wine Cellar October 20 from 5:30-7:00. April 22 is the planned murder mystery event. The Friends' are planning a meet and greet on January 8, 2018. There is a new publicity box available for the Friends' to use when attending local events to support the library. \$11,717.00 is the current balance. The latest book sale during the Appleumpkin Festival took in \$1227.00 in sales.

**Director's Report: (see attached):** Gayle added a couple of items to her report. Slusarski's have come out to look at the drain in the parking lot, \$1500-\$2000 to fix. Rick Ruhl is retiring from lawn maintenance this fall. He has appreciated working at the library.

**Old Business:**

**United for Libraries video: Library Policies** - It is important to review board policies on a regular basis. The Tecumseh District Library has 86 board policies that are reviewed on a regular basis.

**Advocacy -**

**Gifts and Memorials Thank You Notes** - TDL Trustees are going to continue to write thank you notes to those who donate to the library.

Jane is submitting an article LM Dispatch in the November Issue.

**Table of Contents Event** - Trustees are working on the event. Set up will be November 4 from 1-5pm at Gloria Dei. Event is November 5.

**New Business:**

**Investment Report** - Stan Legenc motioned to table this issue until next month. Matt Linke seconded. It passed and will be added to the November agenda.

**2017 Community Survey** - Gayle shared information with the Board regarding the survey. There were no areas below 50% satisfaction. The survey provides the director and staff with valuable information for the future strategic planning of the library.

**Woodlands Co-op September Mtg** - Milan and Portland Libraries will be joining the Woodlands Co-op. A concern regarding penal fines was discussed at the meeting. This is a topic that we will all need to be knowledgeable. Three upcoming workshops: Teen Mental Health, Finding vendors for the library, and Making sure libraries are in compliance.

**Board Retreat** - November 18, 2017 is the tentative date for the next retreat.

**United For Libraries Video: Succession Planning with Board Members** - good to plan ahead for down the line if/when that happens.

**Friends of the Library Week Oct. 15-- 21** - remember to tell the Friends' they are appreciated.

**Public Comment Re: Non-Agenda Items:** no public comments

**Gayle has announced her retirement effective April 26, 2018.**

Adjourned at 6:28PM

Next meeting will be Tuesday, November 21, 2017 at 5:30PM.

Respectfully submitted,

Carma Roesch

TDL Board of Trustees Secretary

Approved November 21, 2017