

Approved Minutes

May 16, 2017

5:29PM-6:39PM

Tecumseh District Library

The May meeting of the Tecumseh District Library Board was called to order at 5:29PM by President Jane Poczatek. Roll call was taken. Trustees present were Pam Bunch, Stan Legenc, Matt Linke, Jane Poczatek, Judy Prater, and Carma Roesch. Also present was Library Director Gayle Hazelbaker and Heather Burdick from the Friends' Group. Trustee Debbie Lawson was absent.

**Approval of the Agenda** - Stan Legenc motioned to approve the agenda and Matt Linke seconded. It passed. Marketing was pulled from the consent agenda to be discussed in greater details. Director's Evaluation was added to New Business.

**Public Comment Re: Agenda Items:** It was noted about a missing time in the April Board minutes.

**Minutes from the April 19, 2017 Meeting: (see attached) Motion:** Pam Bunch moved to approve the April minutes. Stan Legenc seconded. It passed.

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

**Marketing meeting:** Debbie Lawson attended the marketing meeting at TDL. Questions asked regarding how the board could help marketing.

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

**Friends Report (informational):** Heather Burdick was present to share information about happenings with the Friends' Group. The Friends' balance is \$9673 in addition to an \$800 donation for Mystery Night which will be coming in April 2018. The Friends' are doing another basket auction with a Michigan theme. Email them to enter a basket. Deadline is June 17, 2017. Event is Saturday, June 24, 2017. Many great events will be coming sponsored by the Friends' group.

**Director's Report: (see attached):** Gayle shared that things are going well.

## **Old Business:**

- Advocacy
  - Issue Briefs from the National Library Legislative Day were discussed. Gayle and Jane were able to attend these sessions in Washington, D.C. Both attended some very informative sessions that help to advocate for libraries. Trustees are asked to read the briefing reports again to be able to advocate for libraries. Many libraries could shut down without Federal funding. IMLS and LSTA fund libraries.
  - ALA June 24 conference in Chicago
  - TDL Programs
  - TDL Board of Trustees Form for filling in for attendance at meetings, etc.
  - An article was shared with the Trustees regarding book removal from the library.
- Gifts & Memorials Thank you notes - There are only a couple this month. Trustees will be writing thank you notes to donors.

## **New Business:**

- Director's Evaluation - Jane and Gayle have discussed the evaluation. Copies were distributed to the Trustees to have on file.
- Revised Policy O-13 - Gayle shared information about the policy and why it needed to be updated. The completed lower level has been divided differently than before and the policy needs to address those changes. Stan Legenc approved the policy as amended. Pam Bunch seconded. Motion passed.
- Best Board Practices packet
- United For Libraries - Trustee Zone - Trustees are asked to share how this area has helped as a Trustee and email Jane that information.
- FY 2017-2018 Proposed Budget - Gayle shared information about the proposed budget. See attached. 3%-4% increases for staff has been proposed. Gayle is waiting to hear from the Lenawee County Clerk's office regarding how much money will be coming in from taxes. This information should be received soon.

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

Adjourned at 6:39PM

Next meeting will be Tuesday, June 20, 2017 at 5:30PM.

Respectfully submitted,

Carma Roesch - approved at the June 20, 2017 meeting