

Approved Minutes  
April 19, 2016  
5:33 PM - 7:27 PM  
Tecumseh District Library

The April meeting of the Tecumseh District Library Board was called to order at 5:33 PM by President Carolyn Feldkamp. Roll call was taken. Trustees Lawson, Legenc, Linke, Poczatek, Prater, and Roesch were in attendance. Also present was Library Director Gayle Hazelbaker. Carolyn extended thanks to the following:  
Thank you to Judy for recognizing staff during National Library Week.  
Thank you to Debbie for the thorough financial report she provided in February.  
Thank you to Jane for covering for Carolyn while she was out of town.

### **Approval of the Agenda**

Agenda additions:  
March Woodlands meeting added to New Business  
503c3 Discussion added to Old Business

**Motion:** Stan Legenc moved to accept the agenda with additions. The motion was seconded by Debbie Lawson and it passed.

**Public Comment Re: Agenda Items:** none

**Minutes from the March 15, 2016 Meeting: (see attached) Motion:** Debbie Lawson moved to approve the minutes from the March meeting. Jane Poczatek seconded the motion and it passed.

We reviewed the Big Topic from the March meeting and the trustee goals. Jane shared the top goals of the trustees with the board.

**Treasurer's Report (see attached) Motion:** Stan Legenc moved to accept the Treasurer's Report as presented. The motion was seconded by Judy Prater and it passed.

**Consent Agenda: (see attached) Motion:** Jane Poczatek requested that the Fund Development Report be moved to Old Business. It was moved by Jane Poczatek and seconded by Stan Legenc to accept the Consent Agenda as changed. The motion passed.

**Fund Development Report (informational):** Jane Poczatek is going to complete some more research information on 501c3 for libraries. This would be for the future. Right now, the focus is on finishing the renovation. What would be the steps to take to get the 501c3 status? The board is going to seek more information regarding this status and may conduct a survey in the future to gather more information. Can the library use the Friends' 501c3 status to apply for

grants instead of having a separate TDL 501c3 status? Jane is going to do more research about how many library foundations are there. Gayle is going to check on the legalities.

One correction on the Fund Development report was discussed by Debbie Lawson. Under "reviewed status of ongoing fundraising..." last bullet point: change "like" to "lose" and make .25 into 25 points

When naming parts and pieces of the library, there needs to be sustainability. Matt Linke is going to look into this to see what this could mean for the library.

Stan Legenc moved to approve the amended/corrected Fund Development report. It was seconded by Judy Prater. The motion was passed.

**Friends' Report:** Gayle was unable to attend the Friends' meeting. The group will be moving from the TPS building into storage until they are able to move back into the TDL. They will be doing a basket fundraiser. TDL will also display the baskets. Baskets will be taken to the current Friends' location to have on display during the May book sale. The baskets will then make their way to the Farmer's Market. Before making it or dropping off, they want to have an evaluation of the basket that will label the value of the basket. Friends' balance is \$7960.89.

**Director's Report: (see attached):** There was a review of the report. The staff will be traveling to Marshall via school bus for professional development.

### **Old Business:**

Renovation Update/Phase III: Gayle reported that the work is continuing. Ceilings, lights, flooring, technology, stairwell work - all going well.

Going Paperless: Things that could be sent to the board via email rather than printed by the TDL: agenda, minutes, treasurer's report, gifts and memorials, quarterly report, director's report, vendor checks. Things that may be of an issue: bank documents. The board has decided to go paperless for the May 2016 meeting. We will evaluate in May to see how it's working.

Conference Report PLA: Gayle reported on her trip to the National Public Library Association Conference. Networking with other public librarians; met Anderson Cooper about his new book with his mother; Ariana Huffington's book on sleep; Sherri Turkle, MIT Professor, studies the relationships between tech and people; Renee Meijer, consultant on diversity topics, spoke on diversity and we all see differences; program on school lunches USDA for feeding children during the summer months; bicycle libraries; play your way to engage staff for everyone to stay engaged.

Report from FOML: Friends of the Michigan Libraries conference was attended by Debbie Lawson and Jane Poczatek. The power and limitation of library trustees was discussed.. It's important for all trustees to get out there and be known in the community. Attend various local

community meetings and that the trustees support the library director in doing so. Trustees need to be very mindful of what it means to be on the board, Open Meetings Act, and FOYA. Trustees should have a library email address instead of using personal and/or work email. Many community and fun ideas were shared with the board.

Woodlands: Jane Poczatek reported that there will be some funds available for trustees to attend the National Library Days in Washington DC. Small and Rurals Library conference is coming up on May 4-6 on Mackinac Island. This conference happens every other year. TDL could host a future Woodlands meeting. Jane encouraged visiting other libraries.

### **New Business:**

**Landscape Plan Motion:** Building and Grounds met and discussed proposals from Smith and Hampshire Farms. Hampshire Farms has been selected to complete the landscape plan and cap spending at \$11,000. **Motion:** Stan Legenc moved to allow Gayle to work with Hampshire Farms in revising the proposed plan not to exceed \$11,000. Matt Linke seconded the motion and it passed.

**By-Laws:** Matt Linke and Stan Legenc met regarding the By-Laws. The By-Laws are current and no changes are needed at this time.

**Policy vs. Procedure:** Gayle reads the policies and comes to the TDL board if there is a need for any changes to those policies. It is up to Gayle and the staff to develop procedures that follow the policies. Prior to the ECU, the library worked with another collection service that did not have soft ware compatible to the library's. Working with the ECU is a free service provided by the prosecutor's office. Over \$5000 in materials has been recouped since this program began. \$3778.49 in fines collected. Policies are followed by using the procedures that are in place. The Board of Trustees in support of the policies and procedures of the TDL. Gayle will review this issue with the attorney.

**Public Comment Re: Non-Agenda Items:** none

Big Topic - Whose Job is It? - Carolyn asked members of the board to read through the paperwork and refresh their understanding of the responsibilities of the Board, the Director, and the Friends

Carma Roesch read thank you notes from the staff regarding National Library Week.

Adjourned at 7:27

Next meeting will be May 17, 2016 at 5:30 PM.

Respectfully submitted,  
Carma Roesch  
Approves May 17, 2016