

Approved Minutes  
July 18, 2017  
5:34PM - 6:35PM  
Tecumseh District Library

The July meeting of the Tecumseh District Library Board was called to order at 5:34PM by Treasurer Debbie Lawson. Roll call was taken. Trustees present were Pam Bunch, Debbie Lawson, Stan Legenc, Matt Linke, Judy Prater, and Carma Roesch. Also present were Library Director Gayle Hazelbaker, Heather Burdick, and Eric Burdick. Trustee Jane Poczatek was absent.

**Approval of the Consent Agenda FY 2017-2018** - Stan Legenc motioned to approve the consent agenda item to approve having SKT as the auditing firm for the remainder of the contract with them, which is two years. Judy Prater seconded the motion. It passed.

**Meeting dates and times FY 2017-2018** - TDL Board of trustees will continue to meet on the 3rd Tuesday of each month at 5:30PM. Stan Legenc motioned to approve the meeting dates. Pam Bunch seconded the motion. It passed.

**Overall approval of Consent Agenda FY 2017-2018** - Stan Legenc motioned to approve the fiscal year consent agenda. Matt Linke seconded the motion. It passed.

**Approval of the July 2017 Agenda** - Judy Prater motioned to approve the meeting dates. Stan Legenc seconded the motion. It passed.

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

**Minutes from the June 20, 2017 Meeting: (see attached) Motion:** Pam Bunch moved to approve the June minutes. Stan Legenc seconded. It passed.

**Treasurer's Report (see attached) Motion:** Debbie Lawson reviewed the report as submitted to the board. Possibly a finance committee next month to discuss items. Stan Legenc moved to approve the report that was submitted and it was seconded by Matt Linke. It passed.

**Consent Agenda: (see attached) Motion:** No programming minutes this month. Pam Bunch moved to accept the Consent Agenda. The motion was seconded by Judy Prater and it passed.

**Gifts and Memorials:** Judy, Pam, and Carma will be writing thank you notes to those who donated to the library.

**Friends Report (informational):** Heather and Eric Burdick were present to share information regarding Friends' activities. The latest book sale didn't raise as much as past sales. Themed gift

basket raffles have been very well received by the community. The group will continue with the basket raffles. The newsletter is coming along very well. The Friends' are working on a website that will be able to promote the library and Friends' group. Table of Contents event will be here in no time, Sunday, November 5, 2017, catered by 3 Dudes. Murder Mystery is on target and fully funded. It is April 22, 2018, and has a luau theme.

**Director's Report: (see attached):** Gayle shared more information regarding the phone in the elevator. There is a chance the library will be fined if the phone is not fixed.

**Old Business:**

- Advocacy - Continuing education for trustees to attend conferences and/or webinars. One workshop/conference/webinars per year. Minimum of four of the following per year: thank you letters, helping the Friends', anything to promote the library. Attendance and participation for trustees at events, minimum two per year. Philanthropy, how to get money into the library, minimum of two per year.
- Gifts and memorials - continue to write thank you notes.

**New Business:**

- Table of Contents Event - the TDL board will be participating in this event with a table. The board needs to decide a theme for the event soon to prepare for the event.

**Public Comment Re: Non-Agenda Items:** Debbie Lawson reminded the TDL board of the get together in August. Debbie has announced her retirement from the TDL board effective November 1, 2017.

Matt Linke motioned to adjourn Pam Bunch seconded.

Adjourned at 6:35PM

Next meeting will be Tuesday, August 15, 2017 at 5:30PM.

Respectfully submitted,

Carma Roesch

Approved August 15, 2017