

Approved Minutes  
August 15, 2017  
5:38PM - 6:31PM  
Tecumseh District Library

The August 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, Debbie Lawson, Jane Poczatek, Judy Prater, and Carma Roesch. Also present were Library Director Gayle Hazelbaker, Heather Burdick, and Jan Salsberry. Trustees Stan Legenc and Matt Linke were absent.

**Approval of the August 2017 Agenda** - Debbie Lawson motioned to approve the agenda. Pam Bunch seconded the motion. It passed. Programming was removed from the consent agenda as there was no report submitted. Judy Prater motioned to approve the adjusted agenda. Pam Bunch seconded and it passed.

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

**Minutes from the July 18, 2017 Meeting: (see attached) Motion:** Debbie Lawson moved to approve the July minutes. Judy Prater seconded. It passed.

**Treasurer's Report (see attached) Motion:** Debbie Lawson discussed some information regarding the installation of new security gates. Possibly using some money from the Lenawee Community Foundation and Sage Foundation Grant to help cover the cost of the gates. Replacing Standard and Poors financial subscription with Value Line to Market Focus after this year to save thousands of dollars. Pam Bunch moved to support the treasurer's report. Judy Prater seconded and it passed.

**Consent Agenda: (see attached) Motion:** Debbie Lawson motioned to approve the consent agenda. Pam Bunch seconded and it passed.

**Friends Report (informational):** Jan and Heather were here to share information from the Friends' meeting. They are looking into information regarding canvas bags; Table of Contents; website is started; book sale \$486.50 - Ann Arbor University Women have donated many books to the Friends' for the sale.

**Director's Report: (see attached):** Gayle shared information regarding her submitted report. Trish has been working hard on library displays and neat ideas for the library. Gayle also passed out information about the donation list for the Puzzle Challenge adding that Megan has worked hard to solicit funds and prizes for this event coming up.

#### **Old Business:**

**Advocacy:** make sure to continue filling out the Google Form about events attended. If able, please check with Sonja to help with school open houses to promote the library. Jane shared upcoming events that are being hosted by the library to encourage Trustees attendance at events.

**Gifts and Memorials:** Many anonymous donations this month, plus others who have donated.

Adding to the list also are those donations for the Puzzle Challenge. Trustees will be sending thank you notes to those who have generously donated to the library.

**Table of Contents:** Trustees who will be involved will be meeting later to discuss the table and ideas for the events.

**Roof update:** tabled the item for one month for Matt to be able to share and discuss

**Evaluations update:** goals based evaluation for both the Trustees and for the Library Director so the evaluation will be measurable.

### **New Business:**

**Security Gates Upgrade:** Bibliotheca Equipment shared a quote with Gayle. The total cost for new security gates would be \$14,051.66. There would also be a yearly software charge for the management of the data of the gates. The current gates are 20 years old and do not have software that collects data for the library. Also, the current gates are sometimes not working which is a collection security concern. The state requires that the library have a count of patrons and the new gates will provide that information. Ideas were shared in regards in how to fund the new gates. Possibly using some money from the Lenawee Community Foundation and Sage Foundation Grant to help cover the cost of the gates. Debbie Lawson motioned to spend money from the Lenawee Community Foundation and the Sage Foundation Grant to fund the purchase of the new gates. Pam Bunch seconded the motion. It passed.

**Board Member Recruitment:** Debbie Lawson's letter of resignation from the board was accepted by President Jane Poczatek. Heather Burdick has expressed in writing that she would like to be considered to serve on the Board of Trustees as an appointed member to fill Debbie's seat upon her leave effective November 1, 2017. No vote took place as two members were absent from the meeting. The issue was tabled until the September meeting.

**Public Comment Re: Non-Agenda Items:** Jan Salsberry mentioned that the Friends' will add the TDL events to their newsletter as well.

Judy Prater motioned to adjourn Pam Bunch seconded.

Adjourned at 6:31PM

Next meeting will be Tuesday, September 19, 2017 at 5:30PM.

Respectfully submitted,

Carma Roesch

Approved September 19, 2017