

Approved minutes  
December 19, 2017  
5:33PM - 6:38PM  
Tecumseh District Library

The December meeting of the Tecumseh District Library Board was called to order at 5:33PM by President Jane Poczatek. Roll call was taken. Trustees present were Pam Bunch, Heather Burdick, Stan Legenc, Matt Linke, Jane Poczatek, Judy Prater, and Carma Roesch. Also present was Library Director Gayle Hazelbaker as well as Marianne Hartzell and Joseph Mika.

**Approval of the December 2017 Agenda** - Stan Legenc motioned to approve the agenda. Matt Linke seconded the motion. Executive Report was pulled from the agenda. Approval of the amended agenda passed.

**Library Director Search:** Presentation/Discussion from the Hartzell-Mika Consulting, L.L.C. team regarding the Library Director Search process. TDL needs to decide on the advertisement for the position by January 12, 2018 and have a salary amount decided for the new director before the end of January.

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

**Minutes from the November 21, 2017 Meeting: (see attached) Motion:** Stan Legenc moved to approve the November minutes as adjusted. Heather Burdick seconded. Two corrections were made. It passed as amended.

**Treasurer's Report (see attached) Motion:** Judy shared information regarding the treasurer's report. It was pointed out that the Finance Committee would move money from the Money Market account to cover the Library Director Search. Pam Bunch motioned to approve the treasurer's report. Stan Legenc seconded. Motion passed.

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

**Friends Report (informational):** Eric Burdick stepped down as president to become treasurer, Luanne Bellfy will be the new president, and Carolyn Vertin will be secretary until someone else is willing to step into that position. Approximately \$8000 in the Friends' budget.

**Director's Report: (see attached):** Gayle added one item to her report. The fireplace is having some issues. Gayle has contacted some local companies to light the fireplace. It will not ignite. The new gate is working.

### **Old Business:**

**Discuss: United for Libraries video: Succession Planning and New Board** - Gayle will bring that to the January meeting for policy approval.

**Orientation** - More information will be discussed at the January meeting.

**Advocacy** - Net Neutrality discussion and fact sheet passed out regarding this issue.

**Gifts and Memorials Thank You Notes** - TDL Board Trustees will continue to write thank you notes to donors.

**Director Search Update** - Board members reviewed the proposed Library Director Job Description and advertisement. A motion was made Pam Bunch to approve the by advertisement for the position as written and to approve the job description as written. Heather Burdick seconded. It passed.

A search committee will work with the hired company to coordinate items during the hiring process. Jane Poczatek motioned to have an Ad Hoc Search Committee will work with Hartzell-Mika. This committee will consist of the following people: Jane Poczatek, Trustee; Gayle Hazelbaker, Director; Judy Prater, Trustee; Eric Burdick, Friends' of TDL; Debralee Gilbey, staff; Sonja Downey, staff; Carolyn Feldkamp, former trustee and community member. Pam Bunch seconded the motion. Motion was amended to remove Judy Prater from the committee and add Carma Roesch to the committee. Pam Bunch seconded the amended motion. It passed. TDL Trustees are asked to compile a list of potential questions for the interview process to the committee before February 19, 2018.

**Nominating Committee/Slate of Officers** - The nominating committee has a slate completed. The slate is Jane Poczatek for President, Stan Legenc for Vice President, Carma Roesch for Secretary, and Judy Prater for Treasurer. Heather Burdick motioned to approve the slate. Matt Linke seconded. It passed.

**Committees** - Committee chairs are asked to get all minutes from their meetings digitized for future use. This is beneficial for all members and for future meetings.

### **New Business:**

**Operating Policies Review** - Board members reviewed policies; no changes were proposed for immediate change; possibly update language of basement to lower level in the policies.

**Meeting Date and Time** - 3rd Tuesday of the month at 5:30PM. Stan Legenc motioned to have the TDL Board meetings on the 3rd Tuesday of the month at 5:30PM. Pam Bunch seconded the motion. It passed.

**TDL Email Account Mobile Version** - Board members are asked to add the app if possible to their phones.

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

Adjourned at 6:38PM

Next meeting will be Tuesday, January 16, 2018 at 5:30PM.

Respectfully submitted,  
Carma Roesch  
TDL Board of Trustees Secretary  
Approved January 16, 2018