

Approved minutes

~~Proposed Minutes~~

April 17, 2018

5:31PM - 6:34PM

Tecumseh District Library

The April meeting of the Tecumseh District Library Board was called to order at 5:31PM by ~~Treasurer Judy Prater~~. Roll call was taken. Trustees present were Heather Burdick, Stan Legenc, Jane Poczatek, Judy Prater, and Carma Roesch. Also present were Library Director Gayle Hazelbaker and the incoming Library Director Susan Bach. Absent from the meeting were trustees Pam Bunch and Matt Linke.

Approval of the April 2018 Agenda - Stan Legenc motioned to approve the agenda. Heather Burdick seconded the motion. Amended to include the Fund Development report. Jane Poczatek motioned to approve the report. Heather Burdick seconded and it was approved.

Public Comment Re: Agenda Items: no comment

Minutes from the March 20, 2018 Meeting: (see attached) Motion: Stan Legenc moved to approve the March minutes. Judy Prater seconded and it was approved.

Treasurer's Report (see attached) Motion: Judy shared information from the report. Heather Burdick motioned to approve the report. Stan Legenc seconded and it was approved.

Consent Agenda: (see attached) Motion: Stan Legenc motioned to approve the consent agenda as adjusted. Heather Burdick seconded and it passed.

Friends Report (informational): Luau is Sunday, April 22. \$393 in book sales from the most recent used book sale. There will not be a Friends' meeting in May. The next meeting will be in June 11, 2018.

Director's Report: (see attached): Gayle re-introduced Susan Bach, the new library director, to the Trustees. Gayle is willing to guide Susan for the next budget for 2018-2019. Gayle shared information regarding the staff evaluations. Full time employees were asked to have goals for the upcoming year. In one year, those employees will be able to review those goals and if they were met. An added item was shared from the marketing team is for the library to have pop up libraries. These events would be around the community to showcase what the library has to offer.

Old Business:**Advocacy -**

- Trustees are asked to write thank you notes to Hartzell and Mika for their help in the director search.
- Jane will be attending an advocacy boot camp and will report back on that during the June meeting.
- Self evaluations - more to work on and will be working on at the fall retreat.
- Jane will be attending NNLD May 7-8, 2018 in Washington D.C.

Gifts and Memorials Thank You Notes -

- Board members are asked to continue writing thank you notes to donors.

Director Search Update -

- Susan will begin on May 7, 2018.
- Gayle will attend the May meeting and will be available as needed.

By-Laws Review -

- Trustees are asked to review the by-laws section by section as homework.

Board Committee Structure -

- Still have executive committee and finance committee
- All other committees would be a committee as a whole board during the monthly board meetings.
- Proposed adding Ad Hoc committee of no more than two Trustees, Director, and staff to see how other Board of Trustees at other libraries are comprising committees as part of their boards. Heather Burdick made a motion to made an Ad Hoc committee to study Board of Trustee structures. Judy Prater seconded the motion. It passed. Heather, Pam, and Susan will begin working on that committee.

New Business:**National Library Week -**

- Gayle stressed how thankful the staff was for the gifts received from the Board and the Friends'. The Tots at Polka night was a big hit.

Revised 2017-2018 Budget -

- Gayle reviewed the updates made to the FY 17-18 budget. Stan Legenc made a motion to approve the budget as revised. Heather Burdick seconded the motion. It passed.

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

Other Business:

Central Business Administration discussion - Judy Prater mentioned collaborating with the city regarding the property next to the library parking lot or more parking. More discussion is to happen in the future regarding this topic.

National Volunteer Week - Gayle and the staff appreciate the Trustees and all volunteers at the library.

Adjourned at 6:34PM

Next meeting will be Tuesday, May 15, 2018 at 5:30PM.

Respectfully submitted,
Carma Roesch
TDL Board of Trustees Secretary
Approved at the May 15, 2018 meeting