

Approved ~~Proposed~~ Minutes  
May 15, 2018  
5:30PM - 7:18PM  
Tecumseh District Library

The May meeting of the Tecumseh District Library Board was called to order at 5:30PM 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 were Library Director Susan Bach and former director, Gayle Hazelbaker.

**Approval of the May 2018 Agenda** - Stan Legenc motioned to approve the agenda. Heather Burdick seconded the motion.

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

**Minutes from the April 17, 2018 Meeting: (see attached) Motion:** Heather Burdick moved to approve the April minutes. Stan Legenc seconded and it was approved.

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

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

**Friends Report (informational):** no official Friends' report. They did make \$299.60 in the last sale. November 4 will be the next Table of Contents event.

**Director's Report: (see attached):** Susan shared more details about the asphalt being repaired. The tax report L4029 has arrived and been signed.

#### **Old Business:**

##### **Advocacy – info from NLLD**

- Jane shared information about the recent trip to Washington DC to meet with legislators regarding libraries, library funding including LSTA funding.

##### **Gifts and Memorials - Thank you notes**

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

#### **By-Laws Review – format for review**

- Come prepared to the June meeting being familiar with Articles I, II, and III.
- July will be more Articles
- August will finish up the Article review of the By-Laws

#### **Board Committee Structure - update**

- Committee of the whole - Heather and Pam shared information regarding their research on this topic.
- Be prepared to discuss further at the June meeting.

#### **New Business:**

#### **Rurals Conference Update - notes will be included in the June 2018 Board Packet**

- Members who attended the conference shared various information from the conference. Topics included: policies and good governance, new legislation, duty of care (making sure to exercise appropriate diligence in being a Trustee), duty of candor (obligation to disclose anything about a subject being discussed), and duty of loyalty (own needs cannot supercede the needs of the library - act in good faith in the best interest of the library).
- Public libraries are a limited public forum, not an open public forum. Rooms being used for a specific group for a length of time should be offered a lease for that space.

#### **FY 2018-2019 Budget presented**

- Gayle and Susan reviewed with the Trustees information regarding the FY 2019 budget.

#### **Special Meeting**

- There will be a ***Special Board meeting on June 5, 2018 at 5:30pm***. Purpose of the meeting will be twofold: ask questions of Gayle for feedback on her experiences working at the library and with the Board and hold an Exit Interview for Gayle.

#### **OMA - more specific details are in the board packet**

- Jane shared some of the requirements of the Open Meetings Act. (see attached)

#### **Bylaw addition**

- Matt Linke moved to add the following new TDL bylaw: The Board of Trustees may, at its discretion, gift a lifetime library card at no cost to a Tecumseh District Library retiring Library Director. The motion was seconded by Heather Burdick and it was approved. It will be included in the Director section of the Bylaws.

#### **Other Business**

- Gayle thanked the Board for the many years of wonderful support she received during her time as TDL Director. She has very much appreciated the support of both Staff and Trustees and will miss those relationships.
- Gayle suggested that the Board review the Trustee Manual for any needed changes.

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

**Note:** Carma Roesch left the meeting at 6:45pm. Pam Bunch left the meeting early at 7:10pm.

Adjourned at 7:18 PM

Next meeting will be Tuesday, June 19, 2018 at 5:30PM.

Respectfully submitted,  
Carma Roesch  
TDL Board of Trustees Secretary  
Approved June 19, 2018