

***Approved* Proposed Minutes**

November 20, 2018

5:34 PM - 6:43 PM

Tecumseh District Library

The November meeting of the Tecumseh District Library Board was called to order at 5:34 PM 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 Susan Bach.

Approval of the November 2018 Agenda - Stan Legenc moved to approve the agenda. Pam Bunch seconded the motion. It passed.

Public Comment Re: Agenda Items: no comment

Minutes from the October 16, 2018 Meeting: (see attached) Motion: Heather Burdick moved to approve the October meeting notes as adjusted. Stan Legenc seconded the motion. It passed.

Treasurer's Report (see attached) Motion: Judy reviewed her report with the Board. Judy shared some information to further explain the audit report. This will be a continuing learning opportunity for the Trustees at the January meeting. Stan Legenc motioned to approve the report. Heather Burdick seconded the motion. It passed.

Consent Agenda: (see attached) Motion: Pam Bunch made a motion to accept the consent agenda. Heather Burdick seconded. It passed.

Friends Report (informational): \$194.10 raised from the last book sale. \$2400.00 was raised from the Table of Contents event. Approved two policies. A new treasurer will be needed by the January meeting. Dec 10 meeting will be at 6PM for a Christmas gathering.

Director's Report: (see attached): Susan shared more details regarding her report. Blue Spruce Tree update - \$750 to remove the tree or \$200 to trim. It is diseased and without treatment it will die within about two years. A yearly treatment in the spring could be applied to the tree for \$150 per year. 3-5 years to see improvement and it would be ongoing for the life of the tree. Susan will make a decision to either remove or trim the tree.

Old Business:

Advocacy - Read newsletters that Jane sent out from MLA. Jane will continue to send those out to the Trustees. Trustees are asked to email or write to the newly elected officials to continue their support of libraries.

Gifts & Memorials - Thank you notes - Trustees are asked to continue writing thank you notes to donors.

Contract with Friends - Contract has been finalized. Friends' have accepted the contract. Jane and Susan will sign and get it notarized.

Table of Contents event - It was a great event. The Trustees' table placed fifth.

Retreat - Retreat went well. We will continue to work on our goals.

Election Update - Open Trustee seat has been advertised for one opening.

By-Laws Review to continue after the Holidays - Jane will send out a reminder of what to review for the January meeting.

New Business:

Operating Policies - Jane will be typing up suggested changes based on information received at the Rural's conference. This will be shared with the board for review. At the December meeting, these ideas will be shared for discussion. More discussions and decisions will be on the December agenda.

Nominating Committee - This committee should be getting to work on this to be presented at the December meeting. Board members would begin in those offices in January.

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

Other Business:

Christmas get together will be at Judy Prater's home immediately after the December meeting. Carma will put out a sign up for food.

Adjourned at 6:43PM

Next meeting will be Tuesday, December 18, 2018 at 5:30PM.

Respectfully submitted,

Carma Roesch

TDL Board of Trustees Secretary

Approved on December 18, 2018