

~~Proposed~~ **Approved** Minutes

December 18, 2018

5:31PM - 6:38PM

Tecumseh District Library

The December meeting of the Tecumseh District Library Board was called to order at 5:31PM 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 December 2018 Agenda** - Heather Burdick moved to approve the agenda. Pam Bunch seconded the motion. It passed.

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

**Minutes from the November 20, 2018 Meeting: (see attached)** **Motion:** Heather Burdick moved to approve the November meeting notes as adjusted. Stan Legenc seconded the motion. It passed.

**Treasurer's Report (see attached)** **Motion:** Judy reviewed her report with the Board. Stan Legenc motioned to approve the report. Matt Linke seconded the motion. It passed.

**Consent Agenda: (see attached)** **Motion:** Judy Prater made a motion to accept the consent agenda. Stan Legenc seconded. It passed.

**Friends Report (informational):** \$353 at the most recent book sale. A new member of the Friends' has stepped forward to be the new treasurer of the Friends' group. There is a signed contract with the Friends' for the space being used in the lower level.

**Director's Report: (see attached):** Susan shared more details regarding her report. The bank of windows in the Teen area was re-caulked inside and outside. This should result in a warmer, less drafty area for the teens. I would like to have the rest of the windows that face Ottawa St. re-caulked and the windows in the Director's office as well. The estimate was \$7,887 for the remainder of windows. Pam Bunch made a motion to approve spending \$8500 to fix the remaining windows along those areas. Stan Legenc seconded the motion. It passed. In addition to the Director's report, Joe and Maryann have been in touch about the strategic plan. They are fully retired and have recommended Randy at MCLS or Kate at Woodlands will be involved in the next steps of the strategic plan.

Debbie Gilbey will be cutting back her days to three days a week and plans on retiring in the spring of 2020.

TDL will be working with the local women's shelter to help supply books for the residents there and story times for the children who are also there. The TDL staff will also be available for the residents on resume building and other needs.

#### **Old Business:**

**Advocacy** - Jane sent emails ~~our~~ **out** regarding advocacy alerts for TDL board members to look into.

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

**Contract with Friends** - signed and done.

**Election Update** - Open Trustee seat has been advertised for one opening. Susan has met with two individuals who have expressed an interest in the open seat. More information will be presented at the January 2019 meeting.

#### **New Business:**

**Nominating Committee** - President Jane Poczatek, Vice President Heather Burdick, Secretary Carma Roesch, and Treasurer Judy Prater. Matt Linke moved to accept the nominees. Stan Legenc seconded it. It passed.

**Annual meeting dates and times** - Monthly meetings have been recommended to move to the fourth Tuesday of each month at 5:30PM. Stan Legenc motioned to keep the meetings on the third Tuesday of the month at 5:30PM in 2019. Matt Linke seconded the motion. It was discussed to receive the board packets the Wednesday prior to the meeting. It passed.

**Public Relations Policy** - All policies looked good. Board members need to read over the Operations Policies for the January meeting.

**New Trustees sworn in** - Jane Poczatek, Heather Burdick, and Matt Linke were sworn in.

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

#### **Other Business:**

Christmas get together.

Thank you notes received from staff.

Adjourned at 6:38PM

Next meeting will be Tuesday, January 15, 2019 5:30PM.

Respectfully submitted,  
Carma Roesch  
TDL Board of Trustees Secretary  
***Approved January 15, 2019***