

Approved ~~Proposed~~ Minutes
April 16, 2019
5:33PM - 7:13PM
Tecumseh District Library

The March meeting of the Tecumseh District Library Board was called to order at 5:33 PM by President Jane Poczatek. Roll call was taken. Trustees present were Heather Burdick, Lisa Hart, Pam Bunch, Jane Poczatek, Judy Prater, and Carma Roesch. Also present was Library Director Susan Bach and Administrative Assistant Debbie Gilbey. Matt Linke was absent.

Approval of the April 2019 Agenda - Judy Prater moved to approve the agenda as amended. Pam Bunch seconded the motion. It passed.

Public Comment Re: Agenda Items: no public comment

Minutes from the March 19, 2019 Meeting: (see attached) Motion: Heather Burdick moved to approve the February meeting notes as amended. Lisa Hart seconded the motion. It passed.

Treasurer's Report (see attached) Motion: Judy Prater reviewed the Finance Committee report with the Board. The committee met with representatives from First Federal Bank to discuss new investment options and Susan Bach researched interest rates for CDs at TLC and Key Bank (See Attached). Pam Bunch moved to invest in a short term CD for \$250,000.00 at TLC for 19 months with an interest rate of 2.8% with the remainder of the Money Market funds at First Federal to be moved an ICS Service with First Federal Bank. Heather Burdick seconded the motion. A roll call vote was taken (Matt Linke absent). It passed.

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

Friends Report (informational): Two book sales in May, first Saturday as well as the 2nd Saturday in coordination with the community sale. They will not meet in May.

Director's Report: (see attached): Susan shared more details regarding her report. TDL has a new updated logo. National Library Week and Volunteer week were celebrated April 7-13 with a book display, Facebook posts, and gifts and certificates for all TDL Volunteers. Summer hours begin in May with Sunday closings. Staff evaluations have begun. We are working with Piper Web on a website upgrade and hope to have it ready by July 1st. Window caulking has been completed on the all of windows of the library. Our participation in Community Days was successful; 300 clips with library brochures were handed out. The 2019 Community Survey opened on April 15th and will be open through May 15th. Jonah Brockman is overseeing our switch from Outlook email to Gmail. Each staff and board member needs to set up a new Gmail account for the transition.

Old Business:

Advocacy - Board members are asked to encourage friends and family to take the Community Survey

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

Strategic Planning: Woodlands Co-operative Director Kate Pohjola Andrade will be helping the TDL Trustee and Director with the next three year strategic plan. Discussion will center on the 2017 and 2019 Community Survey results. Trustees are asked to come up with items that are of special interest to them. Board members are asked to set aside a full day for the strategic planning session on June 1st.

By-Laws Article V Review: The proposed changes to By-Laws, Article V, regarding duties of officers was read by Carma Roesch. Heather Burdick made a motion to approve the proposed changes as amended. Lisa Hart seconded. The first reading passed. A second reading and a vote take place in May 2019.

Proposed Hot Spot Policy Review: Pam Bunch made a motion to accept the new policy. Carma Roech seconded the motion. It passed.

New Business:

Proposed iPod Policy Review: Heather Burdick made a motion to accept the new policy as amended. Judy Prater seconded. The first reading passed. A second reading and a vote take place in May 2019.

Trustee Self-Evaluation: Action Item: Motion to adjust Trustee Calendar: Heather Burdick made a motion to move the Trustee Self-Evaluation from April to November. Pam Bunch seconded. It passed.

Sunshine Committee: Administrative Assistant Day, April 24th: Tabled for later discussion due to the presence of the Administrative Assistant.

Public Comment Re: Non-Agenda Items: Stan Legenc, Trustee Emeritus, shared his appreciation for his years of service on the Board of the Trustees.

Other Business:

National Library and Volunteer Week – Susan Bach presented certificates of appreciation and gifts to the Trustees. Heather Burdick is presenting a financial fitness workshop in May 2019. By-laws reviews are on hold until the end of the summer.

Adjourned at 6:50 PM

Next regular meeting will be Tuesday, May 21, 2019, at 5:30 PM

Respectfully submitted,
Debbie Gilbey
TDL Administrative Assistant
Approved May 21, 2019