

Approved ~~Proposed~~ Minutes
May 21, 2019
5:32PM – 6:40PM
Tecumseh District Library

The May meeting of the Tecumseh District Library Board was called to order at 5:32 PM by Vice President Heather Burdick. Roll call was taken. Trustees present were Heather Burdick, Pam Bunch, Judy Prater (left at 6:12PM), Matt Linke, and Carma Roesch. Also present was Library Director Susan Bach and Administrative Assistant Debbie Gilbey. Jane Poczatek and Lisa Hart were absent.

Approval of the May 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 April 16, 2019 Meeting (see attached) Motion: Matt Linke moved to approve the April meeting notes as amended. Pam Bunch seconded the motion. It passed.

Treasurer's Report (see attached) Motion: There was no Finance Committee meeting. Judy Prater reviewed the Treasurer's report with the Board. Susan and Judy attended the ICS presentation sponsored by First Federal Bank at the Family Centre in Adrian. Judy will call for a Finance Committee meeting to discuss next steps. Carma Roesch moved to approve the Treasurer's Report. Matt Linke seconded the motion. It passed.

2019-2020 Budget – 1st Review (see attached): Susan reviewed the proposed 2019-2020 Budget with the Board. Line items highlighted in red were increased. The total operating budget is \$913,300.00.

Executive Committee Meeting: Director Evaluation Discussion(see attached): The Executive Committee prepared a questionnaire for Susan to complete. Susan provided the Board with a list of her accomplishments and goals.

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

Friends Report (informational): There was no meeting in May. The book sales went well. The Table of Contents committee had their first meeting for the November 3, 2019 event.

Director's Report: (see attached): Susan shared more details regarding her report. Staff came away with new ideas from their visit to Chelsea District Library on Staff Development Day. They also gained a lot of useful tips and information about resume writing from the presentation put on by Sunshine Plato from Michigan Works which will allow them to assist our patrons. Susan also presented a bid from a potential new auditor. The firm we have used for the past 3 years has merged with another and the price keeps going up. She will request additional bids from other auditors in the

area. Invitations to participate in the Strategic Plan went out to community members and staff (see attached); six have accepted.

Old Business:

Advocacy – National Library Legislative Day (NLLD) takes place in 2020

Gifts & Memorials - Thank you notes – There were no donations in May.

Strategic Planning: The strategic planning session will take place on Saturday, June 1st. Woodlands Co-operative Director Kate Pohjola Andrade will facilitate the session. The Community Survey results, including patrons' comments will be available before then. Arrive at the Library at 9:00 a.m.; the session will begin at 9:15.

By-Laws Article V Review, Second Reading: Carma Roesh made a motion to approve the changes. Pam Bunch seconded. It passed.

Proposed iPod Shuffle Policy Review: Matt Linke made a motion to accept the new policy. Pam Bunch seconded the motion. It passed.

New Business:

Financial Survival Skills (see attached): Heather Burdick reviewed the Financial Survival Skills outline with the Board. Topics included were: Board Role Regarding Internal Controls, Key Questions to Which Board Members Should Know the Answers, Managing Financial Risk, Key Questions to Assess Financial Strength, and Two Ways to Beef-Up the Bottom Line.

Public Comment Re: Non-Agenda Items: None

Other Business:

TDL Mail: Please be sure you take care of "Step 2" or ask Jonah for assistance.

Adjourned at 6:40 PM

Next regular meeting will be Tuesday, June 18, 2019, at 5:30 PM

Respectfully submitted,

Debbie Gilbey

TDL Administrative Assistant

Approved June 18, 2019