

Approved ~~Proposed~~ Minutes  
June 16, 2020  
5:30 PM - 6:55 PM  
Tecumseh District Library

Reading of the mission and vision statements.

The June Zoom meeting of the Tecumseh District Library Board was called to order at 5:30 PM by President Jane Poczatek. Roll call was taken. The Trustees present were Pam Bunch, Heather Burdick, Lisa Hart, Matt Linke, Jane Poczatek, Judy Prater, and Carma Roesch. Also present were Library Director Susan Bach and Mary Beth Reasoner.

**Approval of the June 2020 Agenda** - Heather Burdick moved to approve the agenda as amended. Pam Bunch seconded the motion. Under Old Business P31 and P17 items were added. New Business to include library closing dates for 2020-2021. Roll call vote was taken and it passed.

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

**Minutes from the May 19, 2020 Meeting (see attached) Motion:** Lisa Hart moved to approve the May meeting notes as amended. Heather Burdick seconded the motion. Roll call vote was taken. It passed.

**Treasurer's Report (see attached) Motion:** Judy shared more information from the report. Heather Burdick moved to approve the treasurer's report. Pam Bunch seconded the motion. Roll call vote was taken. It passed.

**Director's Report: (see attached):** Susan shared more details regarding her report. Debbie will officially be retired at the end of the day Friday, June 19, 2020. Jennifer has been trained to take over and will take over the position. Painting of the shed has been done and so have the quiet rooms and wall behind the circulation desk. A grant has been written to receive two sanitizer stations to be placed at the front door and near the public computers and also for more disposable masks. Chuck has been working hard on virtual programming.

#### **Old Business:**

- Approve Proposed FY 2020-2021 Budget (Roll Call vote) Judy Prater moved to approve the 2020-2021 budget. Lisa Hart seconded the motion. Roll call vote was taken and it passed.
- P17 policy review - Matt Linke made a motion to accept the revised policy P17. Pam Bunch seconded the motion. Roll call vote was taken and it passed.
- P31 policy review - Judy Prater made a motion to accept the revised policy P31. Heather Burdick seconded the motion. Roll call vote was taken and it passed.

- Policies P17 and P31 were reviewed by the library attorneys with wording deemed appropriate.

**New Business:**

- Library Reopening Plan – Review and Motion (Roll Call Vote) - Matt Linke made a motion to accept the Library Reopening Plan, O-22. Lisa Hart seconded the motion. A discussion of the plan took place. Roll call vote was taken. It passed.
- COVID-19 Preparedness and Response Plan – Review and Motion (Roll Call Vote) - Pam Bunch made a motion to accept the COVID-19 Preparedness and Response Plan. Matt Linke seconded the motion. Roll call vote was taken. It passed.
- Library closing dates 2020-2021 - Heather Burdick made a motion to accept the library closing dates FY 2020-2021. Lisa Hart seconded the motion. Roll call vote was taken. It passed.

**Public Comment - non-agenda items:** no public comment

**Other Business:**

- Next Month: Vote on Yearly Consent Agenda, Strategic Plan Update, Director Evaluation Questionnaire – present to Board for approval, New Trustee Recruitment (Update)
- Good of the Order
- Sunshine Fund: Staff Appreciation
- Petitions for November election

**Adjournment at 6:55 PM**

**Next Meeting: July 21, 2020, @ 5:30 pm**

Respectfully submitted,  
Carma Roesch  
TDL Trustee Secretary  
Approved July 21, 2020