

Approved ~~Proposed~~ Minutes
January 21, 2020
5:30 PM - 6:58PM
Tecumseh District Library

Reading of the mission and vision statements.

The January 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 was Library Director Susan Bach.

Approval of the January 2020 Agenda - Heather Burdick moved to approve the agenda as amended. Pam Bunch seconded the motion. Slight changes in the agenda P-15 to new business and to move the swearing-in of new officers to first in new business. It passed as amended.

Election & Swearing-in of new Officers - New officers were elected. Pam Bunch moved to pass the slate. Lisa Hart seconded the motion. It passed.

President - Jane Poczatek

Vice President - Heather Burdick

Treasurer - Judy Prater

Secretary - Carma Roesch

Public Comment Re: Agenda Items: no public comment

Minutes from the December 17, 2019 Meeting (see attached) Motion: Lisa Hart moved to approve the December meeting notes as amended. Heather Burdick seconded the motion. It passed.

Treasurer's Report (see attached) Motion: Judy shared more information from the report. Finance Committee meeting – 1/16/20 Bi-annual Investment Report and supporting financially. Current investment balances, maturity status, S&P/Moody's ratings of Library investments with Old National Bank and TLC Community Credit Union. First Federal Bank of the Midwest merger with Home Savings Bank(Ohio)-will take place in the first quarter of 2020. Heather Burdick moved to approve the treasurer's report. Matt Linke seconded the motion. It passed.

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

Friends' Report (informational): Friends' donated \$350 to an upcoming program. Friends' are donating snacks for the teen session coming up. Book sales have been good. The next sale is February 1, 2020. Looking ahead to the next Table of Contents in the fall.

Director's Report: (see attached): Susan shared more details regarding her report. The State Aid Report has been completed and it has been submitted. The numbers looked similar to fiscal 2017-2018. As previously planned, our last Saturday session of Creativity Corner was in December. The building kits will now be cataloged and made ready for circulation.

Old Business:

- **Advocacy**
 - Registration for the Rurals Library Conference is open. The conference is in Traverse City April 13-15.
 - eBook and digital commerce discussions and bills involved with the politicians.
 - Check the news for recent fights to protect libraries
 - Penal fines legislation is making some moves
- **Gifts & Memorials - Thank you notes**
- **Review P-31 Resignation or Discharge (tabled item)** - Prorated 1st quarter for $\frac{1}{4}$; 2nd quarter $\frac{1}{2}$; 3rd quarter $\frac{3}{4}$; one full year would receive the full amount of vacation days. Looking into sick days and earned sick time.
- **Strategic Plan: Update from Director & Vice-President** - Susan will be presenting at the next Kiwanis meeting and share with them the TDL Strategic Plan and inform them of the upcoming 2020 Census. Working on ideas about being involved with the schools. In April, the staff will assess library usage to determine library hours, if needed.

New Business:

- **Materials & Circulation Policies Reviewed**
 - C-06 was discussed. Heather Burdick shared updates to the policy. Pam Bunch made a motion to approve as amended. Lisa Hart seconded the motion. It was approved.
 - C-07 was discussed. Heather Burdick shared updates to the policy. Lisa Hart made a motion to approve as amended. Pam Bunch seconded the motion. It was approved.

- M-02 was discussed. Heather Burdick shared updates to the policy. Matt Linke made a motion to approve as amended. Judy Prater seconded the motion. It was approved.
- M-06 was discussed. Heather Burdick shared updates to the policy. Pam Bunch made a motion to approve as amended. Lisa Hart seconded the motion. It was approved.
- P-09 was discussed. Heather Burdick shared updates to the policy. Lisa Hart made a motion to approve as amended. Matt Linke seconded the motion. It was approved.
- P-15 was discussed. Heather Burdick shared updates to the policy. Judy Prater made a motion to approve as amended. Pam Bunch seconded the motion. It was approved.
- **Approve 2020 Board Calendar**
 - Follow this [LINK](#) to view
 - Pam Bunch moved to approve the 2020 TDL Board calendar. Matt Linke seconded the motion. Motion passed.
- **Meeting Day and Time set for 2020**
 - 3rd Tuesday of each month at 5:30PM. Heather Burdick moved to accept those days and times. Judy Prater seconded the motion. It passed.
- **Review By-Laws Article VIII – Library Director**
 - Heather Burdick shared the By-Law updates. Lisa Hart made a motion to approve the 1st reading of the amended by-law. Pam Bunch seconded the motion. It was approved and will have a 2nd reading at the February meeting.

Public Comment - non-agenda items: no public comment

Other Business:

Next Month:

- **By-Laws Article VIII - Library Director - 2nd reading**
- **Finance Policies Review**
- **Committee Appointments**
- **Annual Report: State of the Library**
- **Investment Report**
- **Good of the Order - Trustee terms expiring in 2020 - Judy Prater, Pam Bunch, Carma Roesch, and Lisa Hart will need to run in the 2020 election.**

Executive Committee meeting in early February for:

- **The Director's Evaluation discussion.**

- **TDL Board Trustee binders**

Sunshine Committee - the collection will be in February. Trustees are asked to donate \$15.

Adjournment at 6:58 PM

Next Meeting: February 18, 2020, @ 5:30 pm

Respectfully submitted,
Carma Roesch
TDL Trustee Secretary
Approved February 18, 2020