

Approved ~~Proposed~~ Minutes
October 19, 2021
5:30 PM - 7:30 PM
Tecumseh District Library

The October meeting of the Tecumseh District Library Board was called to order at 5:30 PM by President Lisa Hart.

Reading of the mission and vision statements.

Roll call was taken. The Trustees present were Debbie Gilbey, Lisa Hart, Matt Linke, Jane Poczatek, Judy Prater, Carma Roesch, and Dana Schumacher-Schmidt. Also present were Library Director Susan Bach and library employee Sonja Downey.

Approval of the October 2021 Agenda - Jane Poczatek moved to approve the agenda as amended. Debbie Gilbey seconded the motion. The motion was approved as amended and it passed.

Public Comment Re: Agenda Items: no public comment

Minutes from the September 21, 2021 Meeting (see attached) Motion: Debbie Gilbey moved to approve the September meeting notes. Judy Prater seconded the motion. The motion was approved and it passed.

Treasurer's Report (see attached) Motion: Judy shared more information from the report. Education continues to learn more about the budget. ONB representative will be at the November meeting. Debbie Gilbey moved to approve the treasurer's report. Dana Schumacher-Schmidt seconded the motion. It passed.

Approval of the consent October 2021 Agenda - Programming notes were not presented to the board so that was pulled out. Jane Poczatek moved to approve the agenda as amended. Debbie Gilbey seconded the motion as amended. The motion was approved as amended and it passed.

Friends Report: (see attached): Thank you note from the Friends' for thinking of them at their last meeting. Friends' are looking for more book donations for future sales. Friends' October book sale made \$1100.

Director's Report: (see attached): Susan shared more details regarding her report. Two new hires this past month. The new rooftop HVAC unit has been installed above the history room. Susan attended many webinars/conferences and shared some details. There was a finance meeting on Oct 6 that noted some upcoming items to earmark in the budget. September was library card sign-up month. 39 new sign-ups. Technology updates are ongoing. Roof updates are being evaluated for standing water. The roof will need maintenance in the very near future.

Old Business:

- Advocacy
 - Gifts and Memorials – Thank you notes are always appreciated.
- Board Retreat - December 11, 2021 9am-2pm

- Speaker will be a library director of 20 years, Larry Neal.
- Other items for the agenda will be out soon.
- Strategic Plan Update:
 - Many items on the strategic plan are either done or in the process of being completed. The library staff has worked very hard to accomplish these goals.
- Trustee Goals Update:
 - Capital Improvement Plan
 - Policy Review
 - eCards for TPS Students
 - Engage with Community Partners
 - Create a social media policy
 - Potential for more goals after the December TDL Board Retreat
- Continuing Education:
 - United for Libraries Short Takes for Trustees – Board Self Evaluation
 - MLA Conference - October 13-14, 2021
 - Jane, Debbie, and Susan have shared their notes from the conference in the Board of Trustees folder in Drive.
 - Presentations will be available on the MLA site

New Business:

- Semi-Annual Financial Report
 - Judy shared the annual report to fulfill policy requirements to review the financial reports of the Tecumseh District Library semi-annually.
- Policies Review - Overdue Materials, Check Writing
 - Overdue Materials Policy: Sonja Downey shared some history behind this policy and the library procedures that came from this policy.
 - Check Writing Policy: Increasing the current check writing amount to \$7,000 from \$5,000 for a two-person signature requirement was discussed.
 - Jane Poczatek made a motion to approve this update to the check-writing policy. Debbie Gilbey seconded the motion. It passed.
- Formation of Ad Hoc Committee for Capital Projects
 - Three staff and three TDL Trustees to research capital projects (parking lot, carpeting, painting, roof, etc.). Earmarking funds for capital projects.
 - The obligation would meet a couple of times to get ideas together to report back to the board.
 - Lisa Hart and Debbie Gilbey volunteered to be on the committee. Jane Poczatek is on backup should she be needed.

Public Comments Re: Non-Agenda Items: no public comment

Other Business:

- Next Month: Operating and General Policies Review; Nominating Committee (Debbie Gilbey, Matt Linke, and Dana Schumacher-Schmidt) begins review of the new slate of officers.

- Good of the Order - Holiday gathering with Trustees and Staff, Friday, December 3, 2021, 5-6 pm
- Sunshine Fund: National Friends of the Library Week wrap up - \$53.25 still in the Sunshine Fund

Adjournment at 7:30 PM

Next Meeting: November 16, 2021

Respectfully submitted,

Carma Roesch

TDL Trustee Secretary

Approved November 16, 2021