

Approved ~~Proposed~~ Minutes  
January 18, 2022  
5:33 PM - 7:00 PM  
Tecumseh District Library

The January 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, Paula Trentman, and Cynthia Heady from the Lenawee Community Foundation.

**Approval of the January 2022 Agenda** - Jane Poczatek moved to approve the agenda as amended. Debbie Gilbey seconded the motion. Programming report removed from the agenda. The motion was approved as amended and it passed.

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

**Approve the new Slate of Officers -**

Lisa Hart - President  
Carma Roesch - Vice President  
Judy Prater - Treasurer  
Debbie Gilbey - Secretary

Dana Schumacher-Schmidt made a motion to approve the slate of officers. Matt Linke seconded the motion. Officers were sworn in.

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

**Presentation by Paula Trentman and Cynthia Heady from the Lenawee Community Foundation.**

**Treasurer's Report (see attached) Motion:** Judy shared more information from the report. Jane Poczatek moved to approve the treasurer's report. Dana Schumacher-Schmidt seconded the motion. It passed.

**Approval of the consent January 2022 Agenda** - No marketing or technology meeting from December. Debbie Gilbey moved to approve the consent agenda as amended. Matt Linke seconded the motion as amended. The motion was approved as amended and it passed.

**Friends Report: (see attached):** The Ask Committee was discussed at the Friends' meeting. It is not formed by the Friends', but members of the Friends' can be on the committee. Carolyn Feldkamp's husband has volunteered to be the treasurer for the Ask Committee.

**Director's Report: (see attached):** Susan shared more details regarding her report. Ad Hoc Committee for Fund Planning for the Future of Capital Improvements met and has assigned tasks to those who attended. COVID pilot program for 18 libraries in Michigan will be providing free COVID testing. TDL attorneys have recommended that TDL not be involved in this program due to liability reasons. Better to be done by a medical facility and not the library. \$9156.22 more in donations in 2021 up from 2020. 1000 books before kindergarten is a new program idea from Mrs. Reasoner to encourage more children to read. The seed library is still in the works. March 1, 2022, will be library advocacy day.

Susan shared information about two staff policies, P-15 Breaks and P-16 Lunch or Dinner Period. These two policies didn't fit together. A committee on the staff met to make adjustments to ensure consistency in the policies.

Jane Poczatek made a motion to approve P-15 as amended. Judy Prater seconded the motion. Motion passed. Dana Schumacher-Schmidt made a motion to approve P-16 as amended. Debbie Gilbey seconded the motion. Motion passed.

#### **Unfinished Business:**

- Advocacy
  - Gifts and Memorials – Thank you notes - thank you to the donors!
  - Public Library Association Conference – March 22-26, 2022, Portland, OR
- Strategic Plan update - see packet
- Trustee Goals update (see Retreat Goals draft)
  - What community meetings should the Trustees consider attending?
- Ad hoc Committee update - see Director's Report for more information
- Continuing Education – LCF Presentation/Financial

#### **New Business:**

- Materials and Circulation Policies reviewed
  - C-07 will be adjusted to list terms that are relevant to current vocabulary
  - C-04 will have a few added words to say “unless otherwise specified” at the 21 days
  - C-06 discussion and policy is solid as it is
- Approve 2022 Board Calendar
  - Debbie Gilbey moved to approve the 2022 Board calendar. Jane Poczatek seconded the motion. It passed.
- Meeting day and time set for 2022
  - Meetings will be on the third Tuesday of each month at 5:30.
- Committee appointments
  - See Board packet

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

#### **Other Business:**

- Next Month: Financial Policies review; State of the Library Annual Report; Reminder to Trustees on the November ballot. Community meeting attendance.
- Good of the Order

- Sunshine Fund: Replenish Funds

**Adjournment at 7:00 PM**

**Next Meeting: February 15, 2022 @5:30PM**

Respectfully submitted,  
Carma Roesch  
TDL Trustee Secretary  
Approved February 15, 2022