

Approved ~~Proposed~~ Minutes  
October 18, 2022  
5:30 PM – 6:40 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, Stacey Knepper and Paula Holtz.

**Public Comment:** Introductions were made.

**Approval of Minutes from the September 20, 2022 Meeting (see attached):** As no corrections were noted, the minutes stand as previously distributed.

**Reports:**

- **Director's Report, including Strategic Plan update (see attached):** Susan Bach shared more details regarding her report, including an update on the activities of the Vote Yes Committee. Susan will be attending the MLA Conference this week and will share what she learns at the next meeting. She also shared a rendering of the new Reference Desk and the TDL 2021-2022 Annual Report.
- **Treasurer's Report, including Financial Semi-annual Report, and Finance Committee Report (see attached):** Judy reviewed the reports in detail, noting that TDL is in good financial health.
- **Sunshine Report:** Dana Schumacher-Schmidt is planning something for the staff around Halloween. Plans for a holiday gathering with staff near the end of the year have been made for Friday, December 2<sup>nd</sup>.

**Special Orders – Policy Review:** Changes to Internet Policy I-01 previously discussed were reviewed.

**Motion:** Carma Roesch moved to approve the changes. The motion was seconded and it passed.

Personnel policies (21-36) were reviewed. Policies P-23 Bereavement Leave, P-27 Substance Abuse, and P-28 Unlawful Harassment will be referred for legal review. Minor changes to policies P-25 Communication Systems, P-30 Grievances and Appeals, P-35 Remote Work Policy During Pandemic, and P-36 Employee Use of Social Media were suggested to clarify wording, correct grammar and typos. The changes will be made and presented for approval at the November 15, 2022 meeting.

**Unfinished Business:**

- Millage Discussion: Susan Bach included an update in her Director's Report. It was also confirmed with her that the ballot language is being reviewed by legal counsel.
- Board Goals Update: The Goals will be reviewed and new goals set at the Board Retreat on October 29, 2022
- Continuing Education: The Trustees continue to attend webinars and share the information on Google Drive.

**Advocacy:** The Michigan Library Association has scheduled in-person Trustee Roundtables. The next one is on November 16<sup>th</sup> in Lansing. Jane will share the email with registration info with the rest of the Board.

**New Business:**

- Consent Agenda: Marketing, Programming, Technology, Gifts & Memorials. TDL received \$1520.00 in donations in August. Thank you notes will be sent by Trustees. There was no Programming meeting in October.
- Friends Report (See Attached September Friends Minutes) Susan wrote a letter to the editor to recognize the work the Friends do for the Library.
- Good of the Order: Attendance at Staff Meetings; The Board Retreat – October 29, 2022, 9:00-11:00 a.m. Topic will be *Serving Community Needs*. Guest will be Wendy VanGeisen. The holiday gathering with Staff is set for December 2, 2022. Judy has offered to host a holiday gathering of the Trustees after the December board meeting.

**Adjournment:** The meeting was adjourned at 6:40 p.m.

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

Debralee Gilbey, TDL Trustee Secretary