

Approved ~~Proposed~~ Minutes
June 13, 2023
5:31 PM - 6:28 PM
Tecumseh District Library

The June meeting of the Tecumseh District Library Board was called to order at 5:31 PM by President, Lisa Hart.

Reading of the mission and vision statements

Roll call was taken. The Trustees present were Lisa Hart, Judy Prater, Carma Roesch, Stacey Knepper, Dana Schumacher-Schmidt, and Taylor Williams. Trustee Debbie Gilbey was absent. Also present were Library Director Susan Bach, Jeanne Knight, and Ginger Poczatek.

Public Comment: Question about children who are emancipated minors and library cards. Susan will look into it. Another question about digital cards going to students was asked.

Approval of Minutes from the May 16, 2023 Meeting (see attached): The minutes were approved as previously distributed and amended.

Reports:

- **Director's Report (see attached):** Susan shared her report. Mulch has been delivered. The 2023 summer **reading** program has begun. Brian Burns from Peak Financial donated a spot for advertising in a baseball program. Election costs received \$28,191.08. June 21, 2023, at 3-4:30 DDA meeting at city hall about the empty lot. **Policy C1-5 will be discussed tonight.** The audit will be on July 18, 2023. **during the meeting.**
- **Treasurer's Report (see attached):** Judy shared more details regarding the Treasurer's report. **Motion:** Stacey Knepper moved to approve the report as presented. The motion was seconded and it passed.
- **Sunshine Report:** More funds will be needed in the future. Dana is doing a great job.
- **Special Orders:**
 - Policies Review:
 - C-01 - remove #7 from the list about minors ages 16-18; there is now a digital card
 - C-02 - add language limiting how many **digital physical** items per library card.
 - C-04 - add new items that are checked out for 14 days instead of 21 days.
 - Add a sentence to clarify the 21-day items vs the 14-day items
 - C-05 - remove reserve provisions from the policy since those items are not reserved.

Unfinished Business:

- Director's Evaluation
 - Trustees submitted feedback forms and collected data to share the final evaluation summary with Susan and the Board.

- FY2022-2023 Budget Revision
 - Susan shared updates with the Board regarding the 2022-2023 budget revisions. Included in these updates are the election expenses and building expenses. Judy Prater made a motion to approve the revised 2022-2023 budget. It was seconded and was passed unanimously.
- Proposed Budget FY2023-2024
 - Susan shared updates with the Board regarding the proposed 2023-2024 budget. Some minor adjustments were shared with the Board. The largest update is for Capitol Improvements which include upcoming projects and potential unforeseen expenses. Also, more money has been budgeted for the maintenance of the building and other professional services. Dana Schumacher-Schmidt made a motion to approve the proposed 2023-2024 budget. It was seconded and was passed unanimously.
- Continuing Education
 - Carma will share information from the American Library Association conference at the July meeting.
- Capital Improvements Committee
 - Susan is planning on meeting with the LED lights person in the near future.

Advocacy: Thank you notes will be sent to donors. Trustees are encouraged to join the MLA

New Business:

- Library date closings for July 2023-June 2024
 - Adding one more day of closure, Tuesday, December 26, 2023. Dana Schumacher-Schmidt made a motion to accept the proposed library closing dates with the addition of Tuesday, December 26, 2023. It was seconded and was approved unanimously.
- Consent Agenda: Marketing, Technology, Gifts & Memorials. No programming report this month.
- Friends Report
 - Cookies and Elephants sale on Saturday, June 17, 2023.
 - New bags are in and will be for sale at upcoming sales/fundraisers.
 - Friends' is getting money back from the BQC committee to close out the election account. The Friends' will be chatting with Susan about library needs they can help with.
- Good of the Order
 - Thank you note from Matt Linke

Adjournment: The meeting was adjourned at 6: 28 PM

Next Meeting: July 18, 2023, @5:30PM

Carma Roesch, TDL Vice President - filling in for Debralee Gillbey, TDL Secretary