

Amended ~~Proposed~~ Approved Minutes
September 19, 2023
5:35 PM - 6:45 PM
Tecumseh District Library

The ~~August~~ **September** meeting of the Tecumseh District Library Board was called to order at 5:35 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, Debbie Gilbey, and Taylor Williams. Also present was Library Director Susan Bach, Ginger Poczatek, and Carolyn Feldkamp.

Public Comment: There was no public comment.

Approval of Minutes from the August 15, 2023 Meeting (see attached): No discussion. The minutes were approved as presented.

Reports:

- **Auditor:** Postponed until October.
- **Director's Report (see attached):** Susan Bach shared her report. The parking lot sealcoating was completed by Slusarski; this is a job that needs to be done every 5 years. The plans for the 20 year celebration of TDL on September 30th are well underway. Early years issues of the Tecumseh Herald newspapers are currently being digitized and should be available by mid-October. The Friends of TDL agreed to contribute \$5000 to this project. Susan received quotes for Volunteer Accident Coverage from the insurance representative; ~~she will follow up with him.~~

Susan received a satisfactory response from Superior Services regarding why the sloping of the roof wasn't done when the roof was installed. She will go ahead with this project before winter comes.

- **Treasurer's Report (see attached):** Judy shared more details regarding the Treasurer's report. She was contacted by Tom McCarroll from Old National Bank. They will increase their fees in October.
Motion: Taylor Williams moved to approve the Treasurer's Report. The motion was seconded and it passed.
- **Executive Committee (see attached):** The Executive Committee, Lisa Hart, Judy Prater, Debbie Gilbey, and Susan Bach, met on August 28, 2023 to review the Director Evaluation Process and compensation, and the TDL Bylaws. The Committee recommended a salary increase of 3% increase for Susan Bach.
Motion: Debbie Gilbey moved to increase Susan Bach's salary by 3%, effective on September 21, 2023. The motion was seconded, a roll call vote was taken, and it passed unanimously.
- **Sunshine Report:** Dana will provide cookies from Tecumseh Bread & Pastry for the staff on Thursday, September 21st.

- **Special Orders:**

- Bylaws Review, first reading. Debbie Gilbey reviewed recommended changes to the TDL Bylaws with the Board. There were no further changes recommended. The second and final reading and vote will take place at the October 17, 2023 Board meeting.

Unfinished Business:

- Continuing Education
 - All of the slides for the United for Libraries Virtual Conference on August 1-3 are still available. Carma Roesch has download them so everyone can access them at their convenience. Carma will attend the AASL Conference in Florida. Dana Schumacher-Schmidt viewed some United for Libraries slides on misinformation and disinformation about Trans identities.
- Capital Improvements Committee
 - The parking lot has been seal-coated. Susan is moving forward with the improvements to the roof before winter arrives. The conversion to LED lighting on the upper level of the library and dimmer switches for lighting on the lower level, as well as the restroom upgrades are projects that can be done during the winter months.

Advocacy: Both MLA and ALA frequently send emails regarding legislation that affects libraries and provide the opportunity to reach out to our Senators/Congressman to encourage them to support the bills before them.

New Business:

- Consent Agenda: Marketing, Programming, Technology, Gifts & Memorials.
Thank you notes will be sent to donors.
- Friends Report: Carolyn Feldkamp reported that recent book sales have been very successful. Thanks to some new and talented members, the Friends social media presence on Facebook and Instagram has been enhanced and is reaching a lot of people. **New tables for book sales are being researched. Four new tables have been purchased by the Friends for the lower level.** A group from Blissfield has approached the Friends for assistance in setting up their own Friends group. Carolyn Vertin will be meeting with them. Friends members will be at the Library's 20th Anniversary celebration with popcorn and lemonade. More books are needed for the book sales. 28 boxes of books were brought back from the AAUW book sale on September 9, 2023.
- Good of the Order
 - Board Retreat November 18, 2023: No changes were suggested for the self-evaluation. It will start at 9:00 a.m. with breakfast. The presenter will be Jane Poczatek who will talk about the roles and responsibilities of the Board over time. Susan suggested that we make a reservation and walk to Salsaria's for lunch.
 - Fall social gathering: We will go out to socialize after a Board meeting.

Adjournment: The meeting was adjourned at 6:45 PM

Next Meeting: October 17, 2023, @5:30PM

Debralee Gilbey, TDL Secretary