

Proposed Approved Minutes
March 19, 2024
5:30PM - 6:39PM
Tecumseh District Library

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

Reading of the mission and vision statements.

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

Public Comment: No public comment.

Approval of Minutes from the February 20, 2024, Meeting: The minutes were approved as presented.

Reports:

- **Staff Update: Jennifer Crane, Administrative Assistant:** Jennifer shared a detailed report on her varied and valuable responsibilities at the library, including essential administrative work and contributions to programming.
- **Director's Report (see attached):** Director Susan Bach shared her report. The library email accounts will be switched over to Google on Thursday, 3/21, in the morning. Discussion of community members to invite to participate in the Strategic Planning committee.
- **Treasurer's Report (see attached):** Judy provided an overview of details from the Treasurer's report. Judy reminded trustees that they can always check the Statement of Financial Position in the Master's report for information on the library's assets as of the end of each month, not including the Lenawee Community Fund.
 - **Motion:** Carma Roesch moved to approve the Treasurer's Report as presented. The motion was seconded. Voice vote taken. Motion passed.
- **Semi-Annual Investment Report (see attached):** Judy provided an overview of information from the Semi-Annual Investment Report for the period July 2023 to December 2023.
 - **Motion:** Debbie Gilbey moved to approve the Semi-Annual Investment Report as presented. The motion was seconded. A voice vote was held. Motion passed.
- **Sunshine Committee Report:** The committee is planning ahead for two events in April: National Library Week and Administrative Professionals Day. Susan shared gift recommendations for Jennifer. For National Library Week, the committee is considering treats from Tecumseh Bread and Pastry. The committee would like to support local businesses as much as possible.

Special Orders:

- Second reading of revisions to the Financial Policies that were proposed at the February meeting. Discussion of feedback from auditor Ailie Weaver (included in packet).
 - **Motion:** Debbie Gilbey moved that we accept the changes to the Financial Policies as outlined. Motion seconded. A voice vote was held. Motion passed.

Unfinished Business:

- Continuing Education
 - The board has been learning about TDL operations via presentations from staff at monthly board meetings.
- Capital Improvements Committee
 - Discussion of whether the furnaces should be added to the list of Capital Improvement projects. The library has 8 furnaces, installed in 2004. Susan is bringing this to the board's attention because replacement will be a significant expense when the time comes. Adrian Mechanical inspects the furnaces quarterly.
 - Judy circulated a copy of the Capital Improvement Plan indicating completed projects as of 3/19/24 (included in packet).
 - Discussion of what constitutes a capital improvement project rather than regular maintenance project.
 - **Motion:** Carma Roesch moved to change the designation of the air ionization system from "committed" to "assigned" until further information is gathered. Motion seconded. A voice vote was held. The motion passed.
 - **Motion:** Carma Roesch moved to remove "Roof Maintenance - \$750 for regular maintenance each year" from the list of capital improvement projects. Motion seconded. A voice vote was held. The motion passed.
- Strategic Planning
 - The first meeting of the Strategic Planning Committee will be on April 20, facilitated by Kate Pohjola Andrade.
 - Lisa will bring breakfast. Lunch will be ordered.

Advocacy: Library of Michigan Advocacy Day is April 16, 2024 at the Michigan State Capitol Building.

New Business:

- Director 2023-2024 Evaluation
 - Lisa proposed that we follow the same process put in place last year. Susan will prepare a self-evaluation, which the board will review, and then prepare their evaluations.
- Consent Agenda: Marketing, Programming, Technology; Gifts & Memorials.
 - Thank you note will be sent to donor.
- Friends Report (see attached): The Table of Contents event is set for November 10, to be held at Gloria Dei. Catering will be provided by Three Dudes and Dinner. The Friends encourage all book clubs to buy a table. As of now, the expected price will be \$25 per person or you can buy a whole table.

- Good of the Order
 - Hidden Lake Gardens has previously worked with TDL to provide one-day passes. Hidden Lake Gardens is now doing outreach through Woodlands Cooperative so that passes will be available through other libraries in Lenawee County.

Adjournment: The meeting was adjourned at 6:39PM

Next Meeting: April 16, 2024, @5:30PM

Dana Schumacher-Schmidt, TDL Secretary