

Approved ~~Proposed~~ Minutes  
April 18, 2023  
5:34 PM – 6:30 PM  
Tecumseh District Library

The March meeting of the Tecumseh District Library Board was called to order at 5:34 PM by President, Lisa Hart.

Reading of the mission and vision statements

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

**Public Comment:** There was no public comment.

**Approval of Minutes from the March 21, 2023 Meeting (see attached):** The minutes were approved as previously distributed.

**Oath of Office – New Trustee:** Taylor Williams was sworn in by **President, Lisa Hart** ~~Library Director, Susan Bach.~~

#### Reports:

- **Director's Report (see attached):** Susan Bach shared more details regarding her report. The new Reference Desk has arrived. The library will be closed on May 5, 2023 for Staff Development Day where they will focus on emergency situations. Tecumseh police officers will provide Run, Hide, Fight training.
- **Treasurer's Report (see attached):** Judy shared more details regarding the Treasurer's report. **Motion:** Carma Roesch moved to approve the report as presented. The motion was seconded and it passed.
- **Sunshine Report:** Dana Schumacher-Schmidt reported that the Sunshine Fund has a balance of \$105.00. Dana will make cookies using the favorite candies for staff during National Library Week which is April 23 -29. She will also get a gift card for Jennifer Crane for Administrative Professionals Day on April 27.
- **Executive Committee: (see attached):** The Executive Committee met on April 5, 2023 to discuss the library director evaluation process and the open Building & Grounds Liaison position; Debbie Gilbey volunteered to fill this roll. **Motion:** Stacey Knepper moved to nominate Debbie Gilbey for the Building & Grounds Liaison position. The motion was seconded and a roll-call vote was taken. Trustees Lisa Hart, Carma Roesch, Debbie Gilbey, Judy Prater, Dana Schumacher-Schmidt, Stacey Knepper, and Taylor Williams voted to approve the motion. No one opposed. Lisa Hart shared background information regarding the Director Evaluation process and provided a draft of the process for trustees to review. Susan Bach will set her goals for the coming year.

### **Special Orders**

- i. Financial Policies Review – Second review of Auditor’s Feedback on Policy F-07 Capital Asset (see attached). Motion: Carma Roesch moved to approve the proposed change to this policy. The motion was seconded and it passed.

### **Unfinished Business:**

- Millage Discussion – Members of the Ballot Question Committee have attended township and community group meetings to share the message. Yard signs and sandwich boards have been strategically placed throughout the district.
- Continuing Education: Carma Roesch will attend the MLA Library Advocacy Day on April 25<sup>th</sup> in Lansing.
- Capital Improvements Committee: The new Reference Desk was purchased. The total cost of the desk was \$17,394.00, of which The Friends of TDL group donated \$8,000 toward the purchase. Director, Susan Bach will be meeting with a lighting contractor to get a quote for switching the lighting in the library to LED.

**Advocacy:** Thank you notes will be sent to donors.

### **New Business:**

- Consent Agenda: Marketing, Programming, Technology, Gifts & Memorials.
- TDL received a \$300.00 donation in March 2023.
- Friends Report: Debbie Gilbey shared information from the Friends meeting on April 10, 2023. They are planning a “Cookies & Elephants” fundraiser for May. Julie Rhodes has been looking into Friends of the Library tote bags to be sold to patrons at book sales.
- Good of the Order: It is time to be thinking about the annual Board Retreat. Dana Schumacher-Schmidt volunteered to organize the retreat. Susan Bach suggested the Role of the Trustee as the theme. A tentative date for the retreat has been set for Saturday, October 28, 2023.

**Adjournment:** The meeting was adjourned at 6:30 p.m.

**Next Meeting: May 16, 2023 @5:30PM**

Debralee Gilbey, TDL Trustee Secretary