

Approved ~~Proposed~~ Minutes  
August 15, 2023  
5:30 PM - 6:35 PM  
Tecumseh District Library

The August 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 Lisa Hart, Judy Prater, Carma Roesch, Stacey Knepper, Dana Schumacher-Schmidt, Debbie Gilbey, and Taylor Williams. Also present was Library Director Susan Bach.

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

**Approval of Minutes from the July 18, 2023 Meeting (see attached):** No discussion. The minutes were approved as presented.

**Reports:**

- **Director's Report (see attached):** Susan Bach shared her report which included her notes from the Active Shooter Training. The police suggested changing locks on doors so that they lock from the inside and that a film should be applied to Circulation office windows. It was suggested that Susan check with the fire department before changing locks.

Susan contacted Kate from Woodlands Cooperative who gave her a recommendation for a financial planner for the library. She also got a preliminary quote from Slusarki of \$4,280 for seal coating the library parking lot and a quote from Superior Services of \$11,890.00 for the sloping of the roof. She will contact Superior Services to find out why the sloping of the roof wasn't repaired previously and about a warranty.

**Motion:** Carma Roesch moved to approve expenditure of up to \$15,000.00 for sloping roof contingent upon a satisfactory response to questions regarding warranty, and the original roof. The motion was seconded and it passed.

**Motion:** Judy Prater moved to move \$20,000.00 from Assigned funds to Committed funds for the parking lot seal coating and roof sloping projects. The motion was seconded and it passed.

- **Treasurer's Report (see attached):** Judy shared more details regarding the Treasurer's report. Susan Bach looked into the US Treasury Security investment at Key Bank which expires this month and recommended that it be rolled over to a six month Treasury Security. The Finance Committee discussed the possibility of consulting with a financial expert about the library's current investments. Susan reached out to a financial expert recommended by Kate Pohjola Andrade at Woodlands.

**Motion:** Debbie Gilbey moved the US Treasury Security at maturity be rolled over to a six month Treasury Security. The motion was seconded and it passed.

- **Sunshine Report:** Dana is considering a back to school theme for the next treats for staff.
- **Special Orders:**
  - Policy F-02 Purchasing – Susan said that no changes are needed to this policy.

#### **Unfinished Business:**

- Continuing Education
  - All of the slides for the United for Libraries Virtual Conference on August 1-3 are still available. Carma will download them so everyone can access them at their convenience.
- Capital Improvements Committee
  - Susan is moving forward with the improvements to the roof, seal-coating the parking lot and conversion to LED lighting.

**Advocacy:** The MLA is promoting reading in Michigan. 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: No meeting in August
- Good of the Order
  - Board Retreat November 18, 2023: Kate Pohjola Andrade will be the guest speaker. We will complete our self-evaluation. Dana Schumacher-Schmidt will send out the evaluation form in advance for Board members to review for potential changes/revisions. Goal setting is part of the retreat. Everyone should come prepared with suggested goals.
  - Fall social gathering: We will go out to socialize after a Board meeting.

**Adjournment:** The meeting was adjourned at 6:35 PM

**Next Meeting: September 19, 2023, @5:30PM**

Debralee Gilbey, TDL Secretary