

Approved ~~Proposed~~ Minutes  
February 20, 2024  
5:31 PM - 7:24 PM  
Tecumseh District Library

The February 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, Stacey Knepper, Judy Prater, Carma Roesch, Dana Schumacher-Schmidt, and Taylor Williams. Also present were Library Director Susan Bach, Gina Walmsley, Jeanne Knight, and Ginger Poczatek.  
Not present: Debbie Gilbey

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

**Approval of Minutes from the January 16, 2024 Meeting:** The minutes were approved as presented.

#### **Reports:**

- **Staff Update: Gina Walmsley, Supervisor of Technical Services:** Gina shared a detailed report on her professional responsibilities at the library, including essential behind-the-scenes work in ordering and processing new books, overseeing interlibrary loan processes, assisting patrons with technology, and cataloging and processing items in the Library of Things.
- **State of the Library Annual Report (see attached)**
- **Director's Report (see attached):** Director Susan Bach shared her report. The trees that were removed after the storm in August will be replaced with new ones. A representative from Hidden Lake Gardens provided recommendations on what to plant. The planting is planned for Arbor Day.
  - **Motion:** Carma Roesch moved to approve Susan taking \$10,000 from the ONB Landscaping fund to cover the cost of the August tree removal after storm damage. The motion was seconded.
    - Discussion: This fund is restricted to maintaining the library grounds, and so this expense for removing damaged trees would fit into this category. The board should return to the practice of touring the library grounds with the director once a year.
    - Roll call vote: A roll call vote was taken. Lisa Hart, Stacey Knepper, Judy Prater, Carma Roesch, Dana Schumacher-Schmidt, and Taylor Williams voted in favor of the motion. No one opposed. The motion passed.
- **Treasurer's Report and Finance Committee Summary(see attached):** Judy provided an overview of details from the Treasurer's report.

- **Motion:** Stacey Knepper moved to approve the Treasurer's Report as presented. The motion was seconded. Voice vote taken. Motion passed.
- Discussion of timing of when the board receives statements from Masters Accounting.
- **Sunshine Committee Report:** The committee provided cookies from Lev's Bakery for the TDL staff for Valentine's Day. Taylor and Stacey will meet and plan other Sunshine activities for the year.
- **Executive Committee Report (see attached):** Discussion of the revised goals that Lisa Hart prepared and that were circulated prior to the meeting. The board accepts this list of goals for the year. In preparation for strategic planning: Susan has reached out to Kate Pohjola Andrade, director of Woodlands Library Cooperative, to facilitate the initial strategic planning session. Discussion of the timing of the first session. April 20, May 4, June 8 were proposed as dates for Susan to take back to Kate.

### Special Orders:

- Second reading of revisions to Circulations Policies that were proposed at the January meeting. No further discussion.
  - **Motion:** Taylor Williams moved to accept changes to the Circulation Policies as presented. The motion was seconded. Voice vote held. Motion passed.
- The Finance Policies were reviewed. The following changes and additional information gathering steps were proposed:
  - F-02.3.a.: All purchases with an estimated total cost of \$15,000 or more require formal competitive ~~sealed~~ bids.
  - F-05: TDL Certification of Investment Institution to be replaced with a clean, unsigned copy.
  - F-06.3: The annual investment report will cover balance changes, earnings, and ~~all~~ gains or losses, ~~both realized and unrealized~~, to fund balances.
  - F-07.4: Remove "Vehicle" from the table. Susan will confirm depreciation life recommendations with auditor Ailie Weaver.
  - F-09: Susan will review this policy with ~~our~~ Ailie to confirm if we will comply with GASB Statement 96 rather than GASB Statement 54 going forward. Based on Ailie's feedback, we will revise the policy if needed.
  - F-10: This policy may also need to be revised based on Ailie's feedback on Policy F-09.

### Unfinished Business:

- Continuing Education
  - No updates.
- Capital Improvements Committee
  - Director's report included an update on waiting for bids for restroom upgrades. Additional suggestions were made of local companies Susan could contact for bids.

**Advocacy:** Library of Michigan Advocacy day is April 16, 2024 at the Michigan State Capitol Building. Carma Roesch and Judy Prater have registered to attend.

**New Business:**

- Consent Agenda: Marketing, Technology, Gifts & Memorials.
  - Thank you notes will be sent to donors.
  - **Motion:** Stacey Knepper moved that we authorize Susan to spend a gift of \$10,000 as she deems appropriate on capital improvements. The motion was seconded. A roll call vote was taken. Lisa Hart, Stacey Knepper, Judy Prater, Carma Roesch, Dana Schumacher-Schmidt, and Taylor Williams voted in favor of the motion. No one opposed. The motion passed.
- Friends Report (see attached): Table of Contents date set for November 10. The location will likely be Gloria Dei Lutheran Church. The event will be catered by Three Dudes and Dinner. The Friends are still in dire need of books for the book sale. Please encourage donations.
- Good of the Order
  - Four trustees will be up for re-election in November. Lisa encouraged trustees to note the deadline to file to get on the ballot if they plan to run for re-election.
  - The migration of library email accounts from PiperWebs to Gmail is ongoing. The change should be set up by the end of March.

**Adjournment:** The meeting was adjourned at 7:24 PM

**Next Meeting: March 19, 2024, @5:30PM**

Dana Schumacher-Schmidt, TDL Secretary