

Approved ~~Proposed~~ Minutes  
February 28, 2023  
5:30 PM – 6:38 PM  
Tecumseh District Library

The February 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, Debbie Gilbey, Judy Prater, Carma Roesch, and Stacey Knepper. Also present were Library Director, Susan Bach, and Taylor Williams. Trustee Dana Schumacher-Schmidt was absent.

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

**Approval of Minutes from the January 17, 2023 Meeting (see attached):** The minutes were approved as previously distributed and amended.

#### **Reports:**

- **Director's Report (see attached):** Susan Bach shared more details regarding her report. The situation with teen patrons misbehaving at the library after school has improved. The school resource officer paid a visit after school and Teen Services Librarian, Jody Helme-Day, has been more vigilant. Susan also shared her Annual State of the Library report.
- **Treasurer's Report (see attached):** Judy Prater shared more details regarding her report. The recent increases in interest rates have been good for the library's investments. A new authorized signer for the Premier Bank accounts is needed to replace Jane Poczatek. **Motion:** Debbie Gilbey moved that Jane Poczatek be removed from Premier Bank accounts and that Stacy Knepper be added to same accounts for access and as authorized signer effective immediately. The motion was seconded and it passed.
- **Sunshine Report:** Lisa Hart reported for Dana Schumacher-Schmidt that the Sunshine Fund has a balance of \$105.00. Dana provided Valentine cookies and chocolates for the library staff and will have something special for staff during National Library Week in April.

#### **Special Orders – Policy Review:**

- i. Policies Review: Materials & Circulation. Review changes from January meeting. **Motion:** Carma Roesch moved to approve proposed changes to Policy C-03. The motion was seconded and it passed. **Motion:** Carma Roesch moved to approve proposed changes to Policy C-04. The motion was seconded and it passed. **Motion:** Carma Roesch moved to approve proposed changes to Policy M-07. The motion was seconded and it passed.
- ii. Financial Policies Review: Policies F-01th – F-10 were reviewed and no changes are required at this time. **Policy F-07 Capital Assets will be sent to the auditors for review.**

- iii. Board Goals 2023 (see attached) Board members are committed to the set goals. Lisa Hart suggested that board member recruitment/pipeline should be a priority and that Susan's state of the library report is a good starting point for the elevator speech.

**Unfinished Business:**

- Millage Discussion – Susan shared the official ballot language. The Ballot Question Committee has been busy planning visits to township meetings, a mass mailing to absentee voters and distributing publicity materials
- Continuing Education: Carma Roesch attended the ALA Conference. She has uploaded her notes to the shared folder on Google Drive. The Trustees continue to attend webinars and share the information on Google Drive.

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

**New Business:**

- Consent Agenda: Marketing, Programming, Technology, Gifts & Memorials.
- TDL received \$13,551.00 in donations in January 2023.
- Friends Report: See Attached
- Good of the Order: There is an open seat on the Board. The Board will interview 4 candidates on Tuesday, March 7, 2023.

**Adjournment:** The meeting was adjourned at 6:38 p.m.

**Next Meeting: March 21, 2023 @5:30PM**

Debralee Gilbey, TDL Trustee Secretary