

Approved ~~Proposed~~ Minutes
January 17, 2023
5:30 PM – 6:51 PM
Tecumseh District Library

The January 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 Debbie Gilbey, Judy Prater, Carma Roesch, Dana Schumacher-Schmidt and Stacey Knepper. Also present were Library Director, Susan Bach, Mindy Dunn, Sharon Wimple, and Carolyn Feldkamp.

Public Comment: There was no public comment.

Approval of Minutes from the December 20, 2022 Meeting (see attached): The minutes were approved as previously distributed and amended.

Annual Meeting

- a. Swearing in of New Trustees – Newly elected trustees, Dana Schumacher-Schmidt, Stacey Knepper, **Judy Prater** and Lisa Hart were sworn in by Library Director, Susan Bach.
- b. Proposed Slate of Officers Announced and Approved – President Lisa Hart, Vice-President Carma Roesch, Secretary Debbie Gilbey, Treasurer Judy Prater. **Motion:** Dana Schumacher-Schmidt moved to approve the Slate of Officers. The motion was seconded and it passed.
- c. New Officers Sworn In and Assume Duties – The officers were sworn in by Library Director, Susan Bach and assumed their duties.
- d. Committee Assignments: Executive Committee – Lisa Hart, **Carma Roesch**, Debbie Gilbey, and Judy Prater. Finance Committee – Judy Prater, Lisa Hart, Stacey Knepper. Sunshine Committee – Dana Schumacher-Schmidt. Building & Grounds Liaison – Open.
- e. Board Calendar 2023 – Monthly meeting day and time will continue to be the 3rd Tuesday of the month.

Reports:

- **Director's Report (see attached):** Susan Bach shared more details regarding her report. There have been ongoing issues with teen patrons misbehaving at the library after school. It was suggested she contact the Middle School Principal and approach the school resource officer to help. She also reported that the DDA (Downtown Development Authority) captured \$13,639.03 in 2022.
- **Treasurer's Report (see attached):** Judy Prater shared more details regarding her report. The \$250,000 from the expired Certificate of Deposit (CD) at TLC Community Credit Union was reinvested in a new CD for 13 months instead of 15 months. **Motion:** Carma Roesch moved to approve the Treasurer's Report as presented. The motion was seconded and it passed.

- **Sunshine Report:** Dana Schumacher-Schmidt reported that there is plenty of money in the Sunshine Fund. She is planning to do something special for the library staff for Valentine's Day and National Library Week in April.

Special Orders – Policy Review:

- i. Policies Review: Personnel P-23, P-27 – second review. **Motion:** Dana Schumacher-Schmidt moved to approve the proposed changes to Policy P-23. The motion was seconded and it passed. **Motion:** Dana Schumacher-Schmidt moved to approve the proposed changes to Policy P-27. The motion was seconded and it passed.
- ii. Policies Review: Materials & Circulation. A few of the policies have formatting issues. Changes were proposed for Policies C-03, C-04 and M-07. Debbie Gilbey will correct the formatting issues and prepare the proposed changes to be reviewed at the February 21, 2023 Board Meeting.

Unfinished Business:

- Millage Discussion – **Ballot Language (See Attached):** The ballot language was reviewed and a few minor changes to the Resolution were suggested. The Resolution Submitting Millage Proposal was read. A roll call vote was taken. Trustees Lisa Hart, Carma Roesch, Debbie Gilbey, Judy Prater, Dana Schumacher-Schmidt, and Stacey Knepper voted in favor of the Resolution. No one opposed. The Resolution passed. Secretary, Debbie Gilbey will give the documents to Susan Bach who will pass them on to Roxanne Holloway, Lenawee County Clerk.
- Continuing Education: MLA and ALA Conferences are coming up in the spring and summer. 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 \$23,770.00 in donations in December 2022.
- Capital Improvements Committee: Susan Bach is planning to move forward with updating the restrooms with touchless features this year. She requested help to evaluate options. Carma Roesch volunteered to assist in this task.
- Friends Report: See Attached
- Good of the Order: There is an open seat on the Board. Susan will be talking to a couple of potential candidates in February.

Adjournment: The meeting was adjourned at 6:51 p.m.

Next Meeting: February 21, 2022 @5:30PM

Debralee Gilbey, TDL Trustee Secretary