

Approved ~~Proposed~~ Minutes
November 21, 2023
5:31 PM - 7:02 PM
Tecumseh District Library

The November 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, Judy Prater, Carma Roesch, Stacey Knepper, Dana Schumacher-Schmidt, and Taylor Williams. Absent from the meeting was Debbie Gilbey. Also present was Library Director Susan Bach.

Public Comment: There was no public comment.

Approval of Minutes from the October 17, 2023 Meeting (see attached): After discussion and access to the minutes for review and editing, the approval will be postponed until the December 2023 meeting.

Reports:

- **Director's Report (see attached):** Susan shared information from her report. 140 members of the community have completed the community survey. $\frac{3}{8}$ furnaces needed work and also work on the window blinds and roof have been completed. Continued work on capital improvements will be ongoing. Donations are coming in and all are appreciated. Susan attended MLA and shared that information in the shared folder. A display on educators is up and more early reader materials have been purchased. All TDL Trustees are now connected to the MLA Organizational membership which gives Trustees access to information but not a vote. It is a \$50 fee to join and would update the account. Teens are damaging library property. Susan has contacted the middle school assistant principal. The problem is also happening at the school. Hoping things will improve. A new flood light has been added to the back door for safety while leaving. Security window privacy film and locks are being installed on the circulation area windows and doors. Proposal has been received for the LED lighting \$8404 and will save the library in energy costs.
 - Motion made to support the purchase of the LED lighting from Michigan Energy Business Solutions as presented by Director Susan Bach by Taylor Williams. Stacy Knepper seconded the motion. Voice vote taken. Motion passed.
- Director's report continued: Holiday get together from 5-6pm on a Friday in December, either the 1st or 8th. Trustees will supply some snacks for the group.
- **Treasurer's Report (see attached):** Judy shared more details regarding the Treasurer's report. Motion made to accept the treasurer's report was made by Dana Schumacher-Schmidt and seconded by Taylor Williams. Motion passed.
 - **Finance Committee:** Tom McCarrell (ONB) will be at the December Board meeting. Committee suggested the Board submit questions about Library investments prior to the meeting to Susan and she can forward them to Tom.
 - **Informational:** Judy also shared a quarterly update of the finances for the Tecumseh District Library.

- **Sunshine Report:** Dana reported that staff received Halloween treats and the staff is very appreciative of the gift. Trustees will need, if able, to donate to the sunshine fund in the near future. Potentially giving a little something to staff at their December staff meeting.
- **Special Orders:**
 - General Policies reviewed and no changes were recommended.
 - Operational Policies -
 - O-04 - add active shooter to point #1
 - O-05 - Should the library purchase an AED and offer training to staff? Something to consider for the future?
 - O-09 - add that this can also be completed online via the TDL website.
 - O-10 - correct the numbers within the policy, i.e. 1,2,3,4, etc
 - O-11 - correct the numbers within the policy, i.e. 1,2,3,4, etc

Unfinished Business:

- Continuing Education - notes are in the shared folder from two conferences/sessions attended
- Capital Improvements Committee - notes were provided by Susan to the Board regarding the upcoming improvements.

Advocacy: The Board is continuing to advocate for the library and library services.

New Business:

- Consent Agenda: Marketing, Programming, Technology, Gifts & Memorials.
Thank you notes will be sent to donors.
- Friends Report - see attached
- Good of the Order
 - Retreat follow up - it was a very productive retreat and discussion. Board members are to review the notes from the retreat, discuss at the December meeting, and finalize our goals in January.
 - Nomination Committee - Taylor, Stacey, and Dana will serve on this committee. The committee will put together the slate for the 2024 Officers.

Adjournment: The meeting was adjourned at 7:02 PM

Next Meeting: December 19, 2023, @5:30PM

Respectfully submitted,

Carma Roesch, TDL Board Vice President filling in for Debralee Gilbey, TDL Secretary