

Approved Minutes
October 15, 2024
5:31 PM - 6:44 PM
Tecumseh District Library

The October 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 Debbie Gilbey, Lisa Hart, Stacey Knepper, Judy Prater, Carma Roesch, Dana Schumacher-Schmidt, and Taylor Williams. Also present were Interim Library Director Sonja Downey, Ginger Poczatek, Jeanne Knight, and Jennifer Roth.

Public Comment: Jennifer Roth is attending the meeting as a prospective applicant for the library director position to learn more about TDL.

Approval of Minutes from the September 17, 2024 Meeting: The minutes were approved as presented.

Reports:

- **Director's Report (see attached):** Sonja shared her report. Additionally, 10 air purifiers have been added to the library. Teen librarian Andy Jackson found a program that distributes them to non-profits. Bathroom upgrades are scheduled to begin in late October. Library staff had to create a new TDL Facebook account as the previous account was linked to an email that is no longer in existence. Once the new account is up and running, patrons will need to "re-friend" the library.
- **Treasurer's Report (see attached):** Judy shared details of the Treasurer's Report.
 - **Motion:** Debbie moved to approve the Treasurer's Report as presented. The motion was seconded. Voice vote taken. Motion passed.
- **Finance Committee Report (see attached):** Judy shared updates from the recent Finance Committee Meeting. Judy has consulted with each bank where the library has accounts regarding the recent resignation **retirement** of director Susan Bach. Based on these conversations, the Finance Committee made the following recommendations:
 - Premier Bank: Recommendation to remove Susan Bach as Administrator for the Premier Bank accounts and name Lisa Hart as Administrator instead..
 - **Motion:** Taylor moved to remove Susan Bach as Administrator from the Premier Bank accounts and add Lisa Hart as Administrator, effective immediately. Motion seconded. Voice vote taken. Motion passed.
 - KeyBanc: Recommendation to remove Susan Bach's name from any KeyBanc accounts.

- **Motion:** Taylor moved to remove Susan from the KeyBanc account, effective immediately. Motion seconded. Voice vote taken. Motion passed.
 - TLC: Susan shared the current user ID and password with Sonja to ensure continuity of access. Recommendation to remove Susan Bach's name from the TLC account and add Sonja Downey's name to the account.
 - **Motion:** Carma moved to remove Susan's name from the TLC account and add Sonja's name to the account, effective immediately. Motion seconded. Discussion: The password should also be changed. Judy confirmed that it will. Voice vote taken. Motion passed.
 - ONB: No recommendation at this point. Judy left a message with our contact person at the bank and is waiting for how to handle the transition on this account.
- **Annual Financial Report (see attached):** Judy reviewed the Semi-Annual investment report, the TDL Interest Income for FY 22-23 and 23-24, and the annual GASB report. The library is in a very healthy financial position.
- **Executive Committee (see attached)**
- **Sunshine Committee Report:** Currently \$62 in the Sunshine Fund, which will cover Halloween snacks for the staff and bookmarks or stickers to be shared with kids.

Unfinished Business:

- **New Director Search:** The Search Committee will meet on October 22 to review candidates with consultant Brian Mortimore. The Committee will share candidates with the whole board at the October 29 special meeting.
- **Capital Improvements Committee:** Bathroom upgrades will start this month. The Capital Improvement plan spreadsheet will be updated to reflect what has been paid out for painting of the lower level and the deposit to Burdick's for the bathroom upgrade.
- **Strategic Planning:** On hold until the new director joins the library. Lisa has shared this information with Kate, who had facilitated previous Strategic Planning sessions.
- **Continuing Education and Advocacy:** Carma highlighted several United for Libraries trainings in November and December that could be of interest to trustees and friends. ALA plans to reveal preliminary data on book challenges collected from January 1 to August 31. Carma is attending MASL next week as immediate past president and will report out relevant info to the board afterwards.

New Business:

- Consent Agenda: Marketing, Programming
- Gifts & Memorials: Board members will write thank-you notes to donors.
- Friends Report: Updates on planning for Table of Contents event. 68 people are signed up to attend. Friends are looking for assistance with set-up on the day before the event,

Saturday, November 9, at 9:00am. The Friends Membership letter for next year is being prepared.

- Good of the Order: The board retreat will be postponed for the time being. Lisa encouraged any trustees who are able to attend the library staff meeting tomorrow at 9am. Thanks to all who contributed to the retirement reception for Mary Beth Reasoner.

Adjournment: The meeting was adjourned at 6:44 PM.

Next Meeting: November 19, 2024, @5:30PM

Special Meetings: October 29, November 4 and 16, 2024

Dana Schumacher-Schmidt, TDL Secretary