

Approved ~~Proposed~~ Minutes  
May 16, 2023  
5:31 PM – 6:41 PM  
Tecumseh District Library

The May 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, Debbie Gilbey, Judy Prater, Carma Roesch, Stacey Knepper and Taylor Williams. Trustee Dana Schumacher-Schmidt was absent. Also present were Library Director, Susan Bach, Jeanne Knight, Carolyn Vertin and Ginger Poczatek.

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

**Approval of Minutes from the April 18, 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 library was closed on May 5, 2023 for Staff Development Day. Staff attended sessions on CPR, First Aid, and Mis/Dis information. Unfortunately, Tecumseh police officers were unable to provide Run, Hide, Fight training. The Library of Things is up and running as well as the Seed Library. Susan will be on vacation May 22 -25.
- **Treasurer's Report (see attached):** Judy shared more details regarding the Treasurer's report. State Aid was received and is up from last year. **Motion:** Carma Roesch moved to approve the report as presented. The motion was seconded and it passed.
- **Sunshine Report:** Dana Schumacher-Schmidt was absent. Susan Bach confirmed that **the cookies made from** the favorite candies for staff during National Library Week and the gift card for Jennifer Crane for Administrative Professionals Day were well received by Staff.

#### **Unfinished Business:**

- **Millage Outcome** – The 1.35 mills requested was approved by voters, securing operating funds for the library for ten more years. Director Susan Bach was recognized for the key roll she played in the millage approval. Bills for the election costs have started coming in: Lenawee County, \$8,316 and Raisin Township, \$4,500. More are expected from each township and for lunch for the poll workers.

Because the Library has just had an election, it has the option to opt out of the DDA Capture of \$10,000. The Board discussed the merits of participating in the DDA Capture. **Motion:** Judy Prater moved that the Board support the Library to continue to participate in the in the DDA Capture. The motion was seconded and it passed.

- Continuing Education: Carma Roesch shared information from her attendance at the MLA Library Advocacy Day on April 25<sup>th</sup> in Lansing. She has shared her notes on Google Drive.
- Capital Improvements Committee: Director Susan Bach reported that she is waiting on an estimate for LED lighting from the contractor used by the Saline Library.
- Director's Evaluation: President Lisa Hart asked that the Board members complete the Director Evaluation form (see attached) and send it to her, with any comments for improvement on the form, within the next week.

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

**New Business:**

- FY2022-2023 Budget Revision. Susan Bach reviewed the changes. It will be revisited at the June Board meeting for approval.
- Proposed Budget FY2023-2024 – initial review
- Consent Agenda: Marketing, Programming, Technology, Gifts & Memorials. The Consent agenda was approved as presented.
- TDL received \$130.00 in donations in April 2023.
- Friends Report: (See Attached) Judy Prater shared information from the Friends meeting on May 8, 2023. They are planning a "Cookies & Elephants" fundraiser for June 17.
- Good of the Order: The June 2023 meeting of the Board of Trustees has been changed to Tuesday, June 13, 2023.

**Adjournment:** The meeting was adjourned at 6:41 p.m.

**Next Meeting: June 13, 2023 @5:30PM**

Debralee Gilbey, TDL Trustee Secretary