

Approved Minutes
January 16, 2024
5:30 PM – 6:59 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 Lisa Hart, Judy Prater, Carma Roesch, Stacey Knepper, Dana Schumacher-Schmidt, Debbie Gilbey, and Taylor Williams. Also present were Library Director Susan Bach and Jeanne Knight.

Public Comment: There was no public comment.

Approval of Minutes from the December 19, 2023 Meeting: The amended minutes were approved as presented.

Board Organization 2024:

- **Proposed Slate of Officers Announced:** President, Lisa Hart; Vice-President, Carma Roesch; Treasurer, Judy Prater; Secretary, Dana Schumacher-Schmidt
 - No additional nominations made from the floor.
 - The announced slate of officers was approved.
- **New officers sworn in and assume duties:** New officers were sworn in by Sonja Downey, notary, and assumed duties.
- **Committee assignments 2024:**
 - Executive Committee: Lisa Hart (chair), Judy Prater, Dana Schumacher-Schmidt
 - Finance Committee: Judy Prater (chair), Lisa Hart, Stacey Knepper
- **Board Calendar 2024:** Monthly meeting day and time will continue to be the 3rd Tuesday of the month at 5:30pm. Calendar of meetings will be posted to TDL website.

Reports:

- **Sonja Downey, Supervisor of Circulation Services:** Sonja shared a detailed report on her professional responsibilities at the library. Trustees expressed appreciation for Sonja's many contributions and noted positive comments about Sonja from the Community Survey.
- **Director's Report (see attached):** Director Susan Bach shared her report. The restroom upgrade is coming up and Trustees Carma Roesch and Taylor Williams will join the committee for this project. The first steps in the Strategic Planning process will be discussed at the next Executive Committee meeting. Susan shared a written update on the status of various Capital Improvement projects. Auditor Ailie Weaver has confirmed that the library can adjust its budget and should do so to reflect funds actually spent on projects.
 - **Motion:** Carma Roesch moved to follow Susan's suggestion to close our maturing CD with TLC and reopen a new 19-month CD at 5% interest with them, with all available TLC funds to be put in this CD. Debbie Gilbey seconded this motion. A roll call vote was taken. Lisa Hart, Judy Prater, Carma Roesch, Stacey Knepper, Dana Schumacher-

Schmidt, Debbie Gilbey, and Taylor Williams voted in favor of the motion. No one opposed. The motion passed.

- **Motion:** Debbie Gilbey moved that Susan contact the KeyBanc representative and request that we invest available funds from a maturing US Treasury into a 2-year US Treasury. Carma Roesch seconded the motion. Discussion of current and projected interest rates. A roll call vote was taken. Lisa Hart, Judy Prater, Carma Roesch, Stacey Knepper, Dana Schumacher-Schmidt, Debbie Gilbey, and Taylor Williams voted in favor of the motion. No one opposed. The motion passed.
- **Treasurer's Report (see attached):** Judy shared more details regarding the Treasurer's report
 - **Motion:** Taylor Williams moved to approve the Treasurer's Report as presented. Stacey Knepper seconded the motion. Voice vote taken. Motion passed.
- **Sunshine Committee Report:** Stacey Knepper and Taylor Williams will take over Sunshine Committee responsibilities from Dana Schumacher-Schmidt for 2024.

Special Orders:

- Second reading of revision to Public Relations Policies proposed at the December meeting.
 - PR-01.8 – change to read “Local and Social media...”
 - No further discussion. PR-01.8 approved as amended.
- The Materials Policies were reviewed and no changes were recommended.
- The Circulation Policies were reviewed. The following changes were proposed and will be voted on at the February meeting.
 - C-01.2, C-01.6, C-01.7: Remove binary gender pronouns and replace with inclusive language
 - C-04: **21 Days** All materials, with the exception of iPod Shuffles, hot spots, and Library of Things items are checked out for 21 days. iPodShuffles, hot spots, and Library of Things items are checked out for two weeks.
 - C-05.3, C-05.4: Remove unnecessary indentations
 - C-06.4, C-06.5: Remove gender binary pronouns and replace with inclusive language.
 - C-07.2: The Library assumes no responsibility for damage or alleged damages caused by library materials; including, but not limited to, videocassettes, CDs, and DVDs, or audio tapes/CDs.

Unfinished Business:

- Continuing Education
 - No updates.
- Capital Improvements Committee
 - Restroom upgrade committee has been assembled. Meeting will be scheduled soon.

Advocacy: Library of Michigan Advocacy day is April 16, 2024 at the Michigan State Capitol Building. Trustees are invited to register and attend if available.

New Business:

- Consent Agenda: Marketing, Programming, Technology, Gifts & Memorials.
 - Thank you notes will be sent to donors.
- Friends Report (see attached): The Friends recently updated their bylaws. The Table of Contents event will return in 2024. The event planning committee will have their first meeting

this month. Two members of the Friends group are serving on the Tecumseh Bicentennial Committee.

- Good of the Order - Retreat Follow-up. Goals for 2024: Taylor Williams suggested the creation of folders in the TDL Board of Trustees parent folder for Retreat Notes and one for Strategic Planning to create a home for notes. Lisa will work on streamlining the list of board goals from the retreat. She will bring them to the next Executive Committee for first review and then to the full board for further review.

Adjournment: The meeting was adjourned at 6:59 PM

Next Meeting: February 20, 2024, @5:30PM

Dana Schumacher-Schmidt, TDL Secretary