

Approved Minutes
January 21, 2025
Time: 5:30 - 6:37 p.m.
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, Lisa Hart, Stacey Knepper, Carma Roesch, Taylor Williams, and Sharon Wimple. Not present was Dana Schumacher-Schmidt. Also present was Library Director Jordan Wright and Notary Sonja Downey.

Public Comment: No public comment.

Approval of Minutes from the December 17, 2024 Meeting: Minutes were approved.

Board Organization 2025

- **New Board Members Sworn In:** New and re-elected board members Debbie Gilbey, Carma Roesch, Taylor Williams, and Sharon Wimple were sworn in by Sonja Downey.
- **Proposed Slate of Officers Announced and Approved:** Motion proposed by the nominating committee representative Stacey Knepper. Board accepted the slate of officers.
President: Carma Roesch; Vice-President: Lisa Hart; Treasurer: Debbie Gilbey;
Secretary: Dana Schumacher-Schmidt (absent).
- **New Officers Sworn In:** New officers were sworn in by Sonja Downey and assumed duties. (Note: Dana Schumacher-Schmidt to be sworn in at the February meeting.)
- **Committee Assignments:**
 - Executive Committee: President Roesch, Secretary Schumacher-Schmidt, Trustee Wimple. Library Director Jordan Wright to attend.
 - Finance Committee: President Roesch, Treasurer Gilbey, Secretary Schumacher-Schmidt. Library Director Jordan Wright to attend.
 - Building & Grounds Liaison - Taylor Williams agreed to take on this role.
 - Sunshine - Stacey Knepper and Taylor Williams will continue on this committee.
 - Ad hoc committee - Technology - formation on hold for now.
 - Ad hoc committee - Human Resources
- **Board Calendar 2025:** Monthly meeting day and time will be scheduled for the third Tuesday of the month at 5:30 p.m. Calendar of meetings will be posted to TDL website.

Reports:

- **Director's Report (see attached):**

- Library Director Jordan Wright reviewed his submitted report.
- Requests for Board action:
 - Sick leave - Board agreed with the revised language as proposed. Wright will seek legal review and provide the Board with an update at the February meeting.
 - Increase in hourly wage - Board discussed the proposal. Wright clarified that the summary amount shown did reflect the increase in wages and the related increase in retirement benefits. Motion was made by Stacey Knepper to accept the proposal as written, to take effect 2/14/25; motion was seconded. Voice vote was taken. Motion passed.

- **Treasurer's Report (see attached):**

- **Motion:** Stacey Knepper moved to approve the Treasurer's Report as presented. The motion was seconded. Motion passed unanimously.
- **Transition of Bank Accounts:** Given Tecumseh District Library has a new library director, new President, and new Treasurer all effective as of January 21, 2025, numerous changes are necessary to update the business relationships with the following institutions.
- Premier Bank
- Old National Bank
- TLC
- Key Bank
- Lenawee Community Foundation

Motion was made by Taylor Williams to accept the changes with each individual organization as outlined in the attached five Addendums. Motion was seconded and it was unanimously approved.

- **Sunshine Committee Report**

Planning for Valentine's Day.

Unfinished Business

- **Continuing Education**

- United for Libraries - provides library trustee training via webinars. Roesch indicated she will forward information to Wimple.

- **Capital Improvements Committee**

Board to review this at next month's meeting. Wright seeking bids on carpets, with possible redesign of space use.

- **Policy O-02 Unattended Child and new Historical Room policy**
 - Still on hold until the end of the school year. Discussion about changes being made to the policy in mid-year might be detrimental to families.

Advocacy

- MLA Advocacy Day - scheduled for April 30, 2025. More details to be sent via email.

New Business:

- **Consent Agenda: Marketing, Programming, Technology**
 - Motion made by Hart to include Marketing, Programming and Technology committee reports in the Consent Agenda for the 2025 year. Motion seconded, and it passed.
- **Gifts & Memorials:** Board members will write thank-you notes to donors.
- **Friends Report:** See attached.
- **Good of the Order:**
 - Strategic Planning; Roesch and Wright to review strategic planning efforts by the Board prior to July 2024 and determine next steps.
 - Retreat: May be factored into the Strategic Planning process

Adjournment: The meeting was adjourned at 6:37 PM.

Next Meeting: February 18, 2025, @5:30PM

Submitted by:

Lisa Hart, acting secretary