

~~Proposed~~ Approved Minutes  
December 17, 2024  
5:30 PM - 6:23 PM  
Tecumseh District Library

The December 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, Judy Prater, Carma Roesch, and Dana Schumacher-Schmidt. Not present was Taylor Williams. Also present were Interim Library Director Sonja Downey and Programming Supervisor Brock Miller.

**Public Comment:** No public comment.

**Approval of Minutes from the November 19, 2024 Meeting:** The minutes were approved as presented.

**Approval of Minutes from the November 16, 2024 Special Meeting:** The minutes were approved as presented.

#### **Reports:**

- **Director's Report (see attached):**
- **State of Technical Equipment (see attached):** Brock Miller, Programming Supervisor, prepared an inventory of the library's technical equipment and shared this information with the board. Brock noted that as of October 2025, Windows 10 will no longer be supported and the majority of current library computers (public and staff) are not Windows 11 compatible.
- **Treasurer's Report (see attached):** Judy shared details of the Treasurer's Report. Additionally, Judy and Debbie will meet with incoming director Jordan Wright on December 30 to review library finances.
  - **Motion:** Stacey Knepper moved to approve the Treasurer's Report as presented. The motion was seconded. Voice vote taken. Motion passed.
- Judy's term on the board ends December 31, and so she suggested that the board name Debbie Gilbey as interim treasurer for the period of January 1 to January 21, 2025. Debbie has been training for this role.
  - **Motion:** Dana Schumacher-Schmidt moved to name Debbie Gilbey as interim treasurer for the period of January 1 to January 21, 2025. The motion was seconded. Voice vote taken. Motion passed.
- Names on the library's accounts will need to be updated with changes to the director and treasurer roles. The board will take this up at the January meeting. There will be continuity of access up until the January meeting because Sonja and Lisa have access.

- **Executive Committee Report (see attached):** The committee met on December 4 with Sonja and Jordan to review items related to Jordan's transition into the director role.
- **Sunshine Committee Report:** The committee received a nice thank you from library staff for dropping off Christmas candy.

#### **Unfinished Business:**

- **New Director Onboarding:**
  - At the November 4 special meeting, the board voted to offer a moving allowance to whomever would be hired as director, as an incentive to encourage them to move to the district. In the formal offer letter given to Jordan, this was referred to as a "signing bonus." Board members agreed that the wording in the letter reflects the same intent.
  - Sonja reported that onboarding has been going smoothly and that things are ready for Jordan's first day.
- **Policy O-02 Unattended Child and new Historical Room policy**
  - Sonja suggests tabling any revision for the moment because there are no policies for the Historical Room, only guidelines. Sonja will bring this up to Jordan and the board will work with him on this new set of policies, consistent with existing policies in other areas.
- **Capital Improvements Committee:**
  - An updated spreadsheet showing the current status and cost to date of capital improvement projects was shared. See attached.
- **Strategic Planning:**
  - Will pick back up in the new year, potentially in combination with the board retreat.
- **Continuing Education:**
  - Lisa signed up for an MLA Connect session on library law.

#### **Advocacy**

- Carma had forwarded to the board news from the MLA regarding Freedom to Read Acts legislation moving through the Michigan House of Representatives. The bills passed there and moved to the Senate. MLA encourages support of these bills.

#### **New Business:**

- **Nominating Committee**
  - Committee members have reached out to board members to gather nominations. The committee would like to nominate Carma to be president, Lisa to be vice-president, Dana to be secretary, and Debbie to be treasurer. Formal nominations and elections will take place at the January meeting.
- **Consent Agenda: Marketing**
- **Gifts & Memorials:** Board members will write thank-you notes to donors.
- **Friends Report:** See attached.
- **Good of the Order:**

- Lisa and Sharon will meet after Christmas to facilitate her transition onto the board.
- Board members expressed their gratitude to Judy for her years of dedicated service as a trustee and as treasurer.

**Adjournment:** The meeting was adjourned at 6:23 PM.

**Next Meeting:** January 21, 2025, @5:30PM

Dana Schumacher-Schmidt, TDL Secretary