

Approved ~~Proposed~~ Minutes
December 20, 2022
5:36 PM – 6:50 PM
Tecumseh District Library

The December meeting of the Tecumseh District Library Board was called to order at 5:36 PM by President, Lisa Hart.

Reading of the mission and vision statements.

Roll call was taken. The Trustees present were Lisa Hart, Matt Linke, Jane Poczatek, Judy Prater, Carma Roesch. Also present were Library Director, Susan Bach and Chuck Harpst. Trustees Debbie Gilbey and Dana Schumacher-Schmidt were absent.

Public Comment: There was no public comment.

Approval of Minutes from the November 15, 2022 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.
- **Programming Report (see attached):** Chuck Harpst was present to share details of the programming at TDL. 2,640 community members in attendance in the first part of the fiscal year 22-23. TDL offers many fun and unique programming opportunities. Some fees are charged for supplies for some programs to ensure attendance at the programs.
- **Treasurer's Report (see attached):** Judy Prater shared more details regarding her report. The Certificate of Deposit (CD) at TLC Community Credit Union for \$250,000 did mature on December 3, 2022. It has been moved to a savings account for now. TLC rate is 3.75% interest to roll over to a 15 month CD. Premier and ONB have CD rates at 4%.
- **Motion:** Jane Poczatek made a motion to approve the treasurer's report. Matt Linke seconded the motion. Motion carried.
- **Motion:** Motion was made to move the expired CD funds from TLC into a new 15 month CD at TLC. Jane Poczatek made the motion. Carma Roesch seconded the motion. Roll call vote. Motion carried.
- **Sunshine Report:** no report this month. Dana was absent, but her efforts are greatly appreciated.

Special Orders – Policy Review: Personel Policies P-23, P-27, and P-28 were reviewed. The legal team didn't feel any items needed to be added or amended to P-28. P-23 and P-27 have some additional language added for approval. Second reading of these policies will be at the January meeting.

Changes and/or corrections for Operational Policies O-9 and O-15, and O-19 were proposed. Second review.

Policy PR-02 was also reviewed.

Motion: Motion was made by Jane Poczatak to accept the changes to policy O-9. Judy Prater seconded the motion. Motion carried.

Motion: Motion was made by Matt Linke to accept the changes to policy O-15. Judy Prater seconded the motion. Motion carried.

Unfinished Business:

- Millage Discussion: Progress is being made by the Ask Committee. TDL is waiting for the ballot language. Once the language is available, the Board will need to approve the language. Renewal will be on the ballot in May 2023. **January 17 16, 2023**, when the city council meets, they will be notified of the proposal for the May Ballot.
- Continuing Education: The Trustees continue to attend webinars and share the information on Google Drive.

Advocacy: Thank you notes will be sent to donors.

New Business:

- Consent Agenda: Marketing, Programming, Technology, Gifts & Memorials.
TDL received \$3,320 in donations in November.
- Nominating Committee: Jane Poczatek, Matt Linke, Dana Schumacher-Schmidt.
 - President - Lisa Hart
 - Vice President - Carma Roesch
 - Secretary - Debbie Gilbey
 - Treasurer - Judy Prater
- Ad Hoc Committee Formation - Capitol Improvement Projects
 - Capitol improvement project list needs a committee to help get some of these projects completed. First focus could be on the parking lot, roof, and restroom updates. Many other items on the list are also included for this committee.
 - Committee would include Trustees, Staff, and possibly Friends' members to help with the process of obtaining bids for larger projects.
- Friends Report: report was shared with the Board.
- Good of the Order: Judy has offered to host a holiday gathering of the Trustees after the December board meeting. Matt and Jane were thanked for their years of service on the TDL Board.

Adjournment: The meeting was adjourned at 6:50 p.m.

Next Meeting: January 17, 2023 @5:30PM

Respectfully submitted,

Carma Roesch, TDL Trustee Vice President filling in for Debralee Gilbey, TDL Trustee Secretary.