

Approved Minutes
February 18, 2025
Time: 5:30 - 7:11 PM
Tecumseh District Library

The February meeting of the Tecumseh District Library Board was called to order at 5:30 PM by President Carma Roesch

Reading of the mission and vision statements.

Roll call was taken. The Trustees present were Debbie Gilbey, Stacey Knepper, Carma Roesch, Dana Schumacher-Schmidt, Taylor Williams, and Sharon Wimple. Not present was Lisa Hart. Also present was Library Director Jordan Wright.

Public Comment: Suggestion made to post the agenda on the TDL website in PDF form ahead of the meeting and to provide printed copies at the meeting.

Approval of Minutes from the January 21, 2025 Meeting: Minutes were approved.

Board Organization 2025

- **New Officers Sworn In:** New Secretary Dana Schumacher-Schmidt was sworn in and assumed duties.
- **Committee Assignments:** Adjustment to the Finance Committee make-up. Stacey Knepper will join the committee, along with current members Debbie Gilbey (Treasurer), Carma Roesch (President), and Jordan Wright (Director).

Reports:

- **Director's Report (see attached):** Library Director Jordan Wright reviewed his submitted report.
- **Treasurer's Report (see attached):** Treasurer Debbie Gilbey reviewed the submitted report and provided an overview of the Finance Committee meeting on 2/4/2025. Jordan will provide Debbie with copies of the transition letters that have been sent to each bank.
 - **Motion:** Taylor Williams moved to approve the Treasurer's Report as presented. The motion was seconded. Voice vote taken. Motion passed.
- **Sunshine Committee Report:** For Valentine's Day, the committee provided cookies from Lev's and a card, along with Valentine's-themed pencils and stickers to be distributed from the front desk. Request for ideas for National Library Week and Administrative Professionals Day. Sunshine Fund balance is \$82.

Unfinished Business

- **Continuing Education**
 - Reminder of United For Libraries Short Takes for Trustees as a resource.
 - MLA recently shared their Annual Report through their listserv.

- **Capital Improvements Committee**

- Furnace: Andy Carvey from Adrian Mechanical Services was on hand to answer questions about quotes for furnace repair and replacement. See attached quotes.
 - Motion: Debbie Gilbey moved to hire Adrian Mechanical Services to replace two twinned furnaces (4 units total) and the corresponding air conditioning units for an amount not to exceed \$40,000. The motion was seconded. Voice vote taken. Motion passed.
 - Computers: Jordan provided quotes for hardware and installation from Creek Enterprise and hardware straight from Dell (see attached quotes). Jordan is waiting to receive quotes from Creek Enterprise for installation if we provide the hardware ourselves.
 - Motion: Stacey Knepper moved to approve up to \$52,756 for the purchase of new PCs and monitors and installation. The motion was seconded. Voice vote taken. Motion passed.
 - Carpeting/Shelving: Jordan provided quotes from Ann Arbor Carpet and Library Design (see attached) and reviewed differences in the services each would provide. The suggestion was made to form an ad hoc committee to look at other changes to the physical space of the library that could be made at the same time as part of a bigger project. Lisa, Stacey, and Taylor were suggested to serve on the committee.
- **Policy O-02 Unattended Child Policy and New Policy: Historical Room:** The board will revisit these policies at a later meeting and time policy changes for after the current school year ends.
 - **Strategic Planning and Retreat:** The date was set for May 17. Jordan will invite Kate Pohjola-Andrade to participate again.
 - **Sick Leave:** Jordan provided a new policy draft from Foster Swift. The new policy would bring TDL in compliance with the new law anticipated to go into effect before the end of February.
 - Motion: Dana Schumacher-Schmidt moved to approve the new proposed P-17 sick leave policy to replace the existing P-17 sick leave policy. Motion seconded. Voice vote taken. Motion passed.

Advocacy

- MLA Advocacy Day - scheduled for April 30, 2025. More details to be sent via email.
- Lenawee County library directors are meeting on Zoom next week with our new State Representative from Michigan's 34th District, Nancy Jenkins-Arno.

New Business:

- **New Policy:** Cards for TPS Teachers and City Employees
 - Motion: Sharon Wimple moved to approve revision to Policy C-01 to extend library cards to employees of Tecumseh Public Schools and City of Tecumseh. Motion seconded. Voice vote taken. Motion passed.

- **Finance Policies:** Trustees will review the following policies and proposed revisions before the next meeting and confirm what kinds of financial reports we are required to submit.
 - F-03 Credit Cards - Proposed revision to raise the total combined authorized credit limit of all credit cards from \$5,000 to \$10,000.
 - F-06 Annual Investment Report - Suggestion to consider whether we need an annual investment report or a semi-annual investment report.
 - F-08 Fund Development/Endowment Funds
 - F-09 Resource Fund Classifications
- **Consent Agenda:** Marketing, Programming, Technology
- **Gifts & Memorials:** The library has sent a thank-you note for this month's donor.
- **Friends Report:** See attached. The Friends are paying for 4 tables and 9 chairs for the library. Friends membership is up to 48 members. They are hosting a Members Mingle on March 8; bring a book to donate and shop in the book room. Request to have a test run of the Exit door in the usual book sale room.
- **Good of the Order:** Nothing to share.

Adjournment: The meeting was adjourned at 7:11 PM.

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

Submitted by:

Dana Schumacher-Schmidt, TDL Board Secretary