

Approved  
~~Proposed~~ Minutes  
July 16, 2024  
5:30 PM - 6:16 PM  
Tecumseh District Library

The July 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, Dana Schumacher-Schmidt, and Taylor Williams. Also present was Library Director Susan Bach,

**Public Comment:** No public in attendance.

**Approval of Minutes from the June 18, 2024 Meeting:** The minutes were approved as presented.

#### **Reports:**

- **Director's Report (see attached):** Susan shared the Director's Report.
  - In addition, Susan proposed a revision to Policy P-17: Adding a sentence similar to what is currently in P-18.3 to P.17.6, with reference to sick leave rather than personal leave, to clarify and strengthen this policy.
    - Discussion of the proposed change and possible wording.
    - Proposed new wording for P-17.6: "Employees abusing sick leave, or whose reasons for absence are falsified, may be subject to disciplinary action, including termination. Sick leave will not be approved on any day which would prolong any regular vacation or holiday except in the case of necessity or emergency."
    - The Board will review this wording and vote on the policy change at the August meeting.
  - The Board agreed to plan an Open House in October celebrating Mary Beth Reasoner's retirement and many years of service to the library.
  - Susan shared her intention to resign her position as Library Director effective September 30, 2024.
- **Treasurer's Report (see attached):** Judy shared the Treasurer's Report with the board.
  - **Motion:** Debbie moved to approve the Treasurer's Report as presented. The motion was seconded. Voice vote taken. Motion passed.
- **Sunshine Committee Report:** The Committee provided a Sundae Bar for the TDL staff on Wednesday. Planning ahead for Back-to-School muffins and juice. Going into the fall, the Sunshine Fund may need to be replenished for holiday activities.
- **Executive Committee:** The Executive Committee had scheduled to meet prior to today to review two items (benefits for TDL staff and the Board make-up and roles), but that

meeting needed to be rescheduled. The committee will meet on Thursday, July 18, and report back to the full Board at the August meeting.

#### **Unfinished Business:**

- Capital Improvements Committee
  - The down payment has been made for bathroom upgrades, with work to begin in October.
  - Painting will begin in the time before that, as discussed at the June meeting.
- Strategic Planning
  - The second meeting of the Strategic Planning Committee will take place on July 27. Everyone who attended the first meeting was invited to attend the second meeting. The committee will meet at 9am and the plan is to meet for two hours.
  - The Board will complete its walkthrough of the library building and grounds after the committee meeting.
- Continuing Education
  - Taylor shared that she earned Project Management Professional Certification last week. She hopes to apply project-based thinking to her work on the Board. Congratulations to Taylor!
  - Carma reminded the Board that the annual MLA conference is coming up and registration is open.

#### **Advocacy:**

- No new advocacy efforts to report.

#### **New Business:**

- Consent Agenda: Programming, Marketing, Technology; Gifts & Memorials.
  - As it is the first meeting of the new fiscal year, the Board needs to approve yearly consent agenda items.
  - **Motion:** Judy moved to approve the yearly consent agenda to include monthly reports from the Programming, Technology, and Marketing Committees and Gift and Memorials. The motion was seconded. Voice vote taken. Motion passed.
  - A trustee will send a thank-you note to the TDL Friends for their donation.
- Friends Report (see attached): Board members agree that reflectors or solar landscaping lights at the back entrance to the library parking lot would be beneficial. The Table of Contents planning will ramp up after this month.
- Good of the Order
  - Judy shared further thanks from the staff for the Sundae Bar provided by the Sunshine Committee.
  - Lisa announced that she does not plan to seek re-election as Board president after the completion of her current term in December.

**Adjournment:** The meeting was adjourned at 6:16 PM

**Next Meeting: August 20, 2024, @5:30PM**

Dana Schumacher-Schmidt, TDL Secretary