

Approved Minutes
March 18, 2025
Time: 5:31 - 7:14 PM
Tecumseh District Library

The March meeting of the Tecumseh District Library Board was called to order at 5:31 PM by President Carma Roesch

Reading of the mission and vision statements.

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

Public Comment: No public comments.

Approval of Minutes from the February 18, 2025 Meeting: Minutes were approved as presented.

Board Organization 2025

- **Ad Hoc Committee for Human Resources:** Following on previous conversations with trustees and staff about current HR policies, Jordan asked for volunteers from the board to form an Ad Hoc Committee for Human Resources. The committee will undertake a close review of current policies. Dana Schumacher-Schmidt, Lisa Hart, and Sharon Wimple will join this committee.

Reports:

- **Director's Report (see attached):** Library Director Jordan Wright reviewed his submitted report. Additionally, Jordan noted the recent Executive Order regarding libraries. ALA and MLA are advocating on behalf of libraries. TDL's operational funds are more local and so less threatened. Jordan is having parallel conversations with staff and trustees to share information as it comes in.
- **Treasurer's Report (see attached):** Treasurer Debbie Gilbey reviewed the submitted report and the semi-annual investment report.
 - **Motion:** Stacey Knepper moved to approve the Treasurer's Report as presented. The motion was seconded. Voice vote taken. Motion passed.
- **Sunshine Committee Report:** No committee activities in March, but they are planning ahead for April.

Unfinished Business

- **Continuing Education**
 - Encouragement to sign up for MLA and United for Libraries listservs.
- **Capital Improvements Committee**

- Furnace: Jordan has not yet received a timeline from Adrian Mechanical for the work approved at the February meeting.
- Computers: Jordan is meeting with Creek later this week to plan the timeline and delivery of the new computers.
- Fireplace: The fireplace has been repaired. At the same time, Jordan got a proposal for a stainless steel cap to cover the boiler chimney. The proposal is within his spending authority as director.
- The Ad Hoc Building Committee will meet on Tuesday, March 25.
- **Policy O-02 Unattended Child Policy and New Policy: Historical Room:**
 - Jordan presented a proposed addition to the Unattended Child Policy that could address the need to restrict unattended access to the Historical Room without changing the substance of the policy in the middle of the school year. Discussion of the age range of students coming from the middle school for future revisions.
 - Jordan will bring the current policy and addition to TDL lawyers for review.
- **Strategic Planning and Retreat:** The date was set for May 17. Jordan will invite Kate Pohjola-Andrade to participate again, but even if she can't, we will hold the date for this purpose. For consistency with previous Strategic Planning conversations, staff members Jen and Gina will also be invited.

Advocacy

- MLA Advocacy Day - scheduled for April 30, 2025.

New Business:

- **FY 25-26 Budget Feedback (see attached):** Jordan reviewed an initial draft of a proposed FY 25-26 budget. The budget will be voted on at the May meeting. Parallel to the approval of a new budget, adjustments will be made to the current budget.
- **TDL Logo Redesign Proposals (see attached):** Upcoming website migration presents an opportunity to refresh the library's logo and brand. The board reviewed three proposals for a redesign.
 - Motion: Lisa moved to authorize Jordan to hire Library Market for no more than \$6,000 to redesign our logo. The motion was seconded. Voice vote taken. Motion passed.
- **Meeting Room Policy (O-13):** Jordan shared background on the proposed policy change and reviewed proposed changes. The board recommended that the proposed policy be reviewed by the library's lawyer.
- **Finance Policies:** Second reading of the policy updates that were proposed at the last meeting.
 - F-03 Credit Cards - Proposed revision to raise the total combined authorized credit limit of all credit cards from \$5,000 to \$10,000.
 - Motion: Dana Schumacher-Schmidt moved to approve the proposed credit limit increase to \$10,000. Motion seconded. Voice vote taken. Motion passed.
 - F-06 Annual Investment Report - At the previous meeting, the question was raised whether our Treasurer needs to provide an annual investment report or a

semi-annual investment report. This question will be considered as part of a larger review of the board Treasurer responsibilities, to be undertaken by the Finance Committee. It was noted that our auditor can be a good resource as we revisit the Treasurer role.

- **Consent Agenda:** Marketing, Programming, Technology
- **Gifts & Memorials:** The library will send thank-you notes for this month's donations.
- **Friends Report:** See attached. Jordan will share proposed logo designs with the TDL Friends for their feedback as well.
- **Good of the Order:** Stacey will fill in for Debbie on Treasurer responsibilities on June 26 and July 3 while Debbie is out of town.

Adjournment: The meeting was adjourned at 7:14 PM.

Next Meeting: April 15, 2025, @5:30PM

Submitted by:

Dana Schumacher-Schmidt, TDL Board Secretary