

Approved ~~Proposed~~ Minutes
November 16, 2021
5:30 PM - 7:03 PM
Tecumseh District Library

The November 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, Matt Linke, Jane Poczatek, Judy Prater, Carma Roesch, and Dana Schumacher-Schmidt. Also present were Library Director Susan Bach, Thomas McCarrell, and Brenda Henning both from Old National Bank.

Approval of the November 2021 Agenda - Debbie Gilbey moved to approve the agenda as amended. Judy Prater seconded the motion. Move Treasurer's report to after the Old National Bank presentation. The motion was approved as amended and it passed.

Public Comment Re: Agenda Items: no public comment

Minutes from the October 19, 2021 Meeting (see attached) Motion: Jane Poczatek moved to approve the October meeting notes. Dana Schumacher-Schmidt seconded the motion. The motion was approved and it passed.

Treasurer's Report (see attached) Motion: Mr. McCarrell and Mrs. Henning from Old National Bank shared portfolio information with the TDL Trustees. Judy shared more information from the report. The Finance Committee did meet recently. Millage renewal of the previous 10-year millage is recommended by the Finance Committee. Dana Schumacher-Schmidt moved to approve the recommendation of the Finance Committee that the next millage is a renewal of the previous 10-year renewal. Debbie Gilbey seconded the motion. It passed. Jane Poczatek moved to approve the treasurer's report. Debbie Gilbey seconded the motion. It passed.

Approval of the consent November 2021 Agenda - Debbie Gilbey moved to approve the agenda as amended. Dana Schumacher-Schmidt seconded the motion as amended. The motion was approved as amended and it passed.

Friends Report: (see attached): Current balance - \$13,593.77. Sponsoring a Michigan Author visit. November book sale was close to \$600. Yes Committee was mentioned to review the upcoming library millage. Voted to open a separate checking account for the Yes Committee, up to \$1000.

Director's Report: (see attached): Susan shared more details regarding her report. The roof is collecting pools of water. The roof will need to be tapered in order to fix the problem. The company also offers an annual fee to maintain the roof. The roof is 13 years old and it is possibly going to last 15-30 years with the right maintenance. Annual ask letters have been sent out. The 2020-2021 annual report is now available. Ad Hoc Committee for Capital Projects might start meeting in January 2022. A new collection of books about the workforce have been added to the collection.

Old Business:

- Advocacy
 - Gifts and Memorials – Thank you notes are always appreciated.
- Board Retreat - December 11, 2021 9am-2pm
 - Speaker will be a library director of 20 years, Larry Neal.
 - Other items for the agenda will be out soon.
- Continuing Education:
 - United for Libraries Short Takes for Trustees – Succession Planning and New Board Orientation
- Policy Review: Overdue Materials - postpone for further discussion in January 2022
- Ad Hoc Committee for Capital Projects - new committee will be meeting in January 2022.
Looking forward to recommendations from the committee to bring to the Board about Capital Projects.

New Business:

- Operating and General Policies Review
 - G3 General Operational Policies
 - Operating Policy from during the Pandemic
 - Operational Policy - Public Use of Library Equipment
 - Disaster Training - Does staff have training regularly? - It occurs on Staff Professional Day, ALICE training, and others have happened.
 - Building and Grounds will be doing a “tour” of the grounds in the near future.
 - Suggested for Purchase Form needs to be updated.
 - O-11 use of library materials - does this include printers?
 - Formatting of Policies needs to be updated and streamlined for ease of reading and consistency. Debbie Gilbey is going to help with this project.

Public Comments Re: Non-Agenda Items: no public comment**Other Business:**

- Next Month: Public Relations Policy Review
- Next Month: Nominating Committee will provide a recommendation at the December meeting to be approved/voted on at the January meeting.
- Good of the Order - Holiday gathering with Trustees and Staff, Friday, December 3, 2021, 5-6 pm
- TDL Trustee Holiday Gathering - after the December 21 meeting at Judy Prater’s home. White Elephant gift and snack/appetizer brought by each Trustee. Also, a small token gift for each Board member and Director.
- Sunshine Fund - nothing new to report - \$53 in the fund.

Adjournment at 7:03 PM**Next Meeting: December 21, 2021**

Respectfully submitted,
Carma Roesch
TDL Trustee Secretary
Approved December 21, 2021