

~~Proposed~~ Approved Minutes  
September 17, 2024  
5:31PM - 6:41PM  
Tecumseh District Library

The September meeting of the Tecumseh District Library Board was called to order at 5:31PM 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 were Library Director Susan Bach, Sonja Downey, Ginger Poczatek, and Jeanne Knight.

**Public Comment:** Appreciation was expressed for Susan Bach, as this is her last board meeting as Library Director.

**Approval of Minutes from the August 20, 2024 Meeting:** The minutes were approved as presented.

#### **Reports:**

- **Auditor FY 2023-2024:** Ailie Weaver from Maner Costerisan reviewed the report (see attached). The audit process went very smoothly. There were no significant changes for 2024. The library has good checks and balances in place and systems in place for proper documentation. The library is receiving an unmodified, or clean opinion, which is the best that a library can get. TDL is in very healthy financial shape.
- **Director's Report (see attached):** Susan shared the Director's Report. The library carpeting was cleaned on Sunday. Susan thanked Lisa for her extra work leading the board through the start of the new director search process and for her overall support of the library in recent months.
- **Treasurer's Report (see attached):** Judy shared details of the Treasurer's Report.
  - **Motion:** Carma Roesch moved to approve the Treasurer's Report as presented. The motion was seconded. Voice vote taken. Motion passed.
- **Sunshine Committee Report:** Looking ahead to Halloween next month, the committee will select goodies for the library staff from their list of favorite treats. The Sunshine Fund balance is about \$42, so contributions from the board are welcome for Halloween and upcoming holiday expenses.
- **Executive Committee:** The Executive Committee has been meeting since the last Board of Trustees meeting. These items will be discussed in detail under the New Director Search.

#### **Unfinished Business:**

- New Director Search

- o The contract with Mortimore Consulting has been signed and our work is underway.
- o Brian Mortimore will meet with the library staff and Trustees on September 20 to learn more about the culture of the library and what we would value in a new director.
- o The new director job posting, prepared by Brian Mortimore, was shared with the Trustees in advance of the meeting. Discussion of a starting pay rate.
  - **Motion:** Dana Schumacher-Schmidt moved that the library offer a starting pay rate of \$80,000. Motion seconded. Discussion that the motion should include approval of the new director job posting as a whole.
  - **Amended Motion:** Dana Schumacher-Schmidt moved that the board approve the new director job posting with a starting pay rate of 80,000. Motion seconded. Voice vote taken. Motion passed.
- o Interim director agreement: Lisa reviewed how the proposed agreement was drafted in consultation with the library's attorney and Executive Committee. As part of the agreement, the Executive Committee proposes a 25% salary increase during the period of time Sonja Downey is serving as interim director.
  - **Motion:** Debbie Gilbey moved to accept the Interim Director Agreement once it is finalized with a 25% salary adjustment during the time of service as interim director. The motion was seconded. Voice vote taken. Motion passed.
- o Search Committee: The Search Committee's charge is to review the candidates who apply for the director position. Consultant Brian Mortimore will vet the candidates and then will expect the Search Committee to work with him to narrow this pool down to four candidates for initial interviews with the full Board of Trustees.
  - **Motion:** Taylor Williams moved that Lisa Hart, Stacey Knepper, and Judy Prater serve on the Search Committee and work with the consulting firm to review potential applicants. The motion was seconded. Voice vote taken. Motion passed.
- Capital Improvements Committee
  - o The bathroom upgrade will begin in October. Susan is working to get an exact date. The painters who recently did the library lower level will return to paint the bathrooms once the upgrades are complete.
- Strategic Planning
  - o Next steps in Strategic Planning are on hold until the library has a new director.
- Continuing Education
  - o Carma Roesch will attend the Michigan Association of School Librarians (MASL) conference.
  - o The Michigan Library Association conference is also coming up.

#### **Advocacy:**

- Nothing new to report.

**New Business:**

- Consent Agenda: Marketing, Programming
- Gifts & Memorials.
  - Board members will write thank-you notes to donors.
- Friends Report: The menu has been finalized for Table of Contents. They have 88 participants as of right now and have capped attendance at 100. Trophies will be awarded to the best tables. The October Book Sale has been moved to October 5, rather than being held in conjunction with the Appleumpkin Festival.
- Good of the Order
  - Judy and Lisa will attend the TDL staff meeting tomorrow morning to talk about the new director search and to recognize that staff will be part of the success of the search.
  - Thanks to Debbie and Judy for their contributions to planning the retirement celebration for Mary Beth Reasoner.
  - **Motion:** Judy moved to give Mary Beth Reasoner a lifetime TDL library card upon her retirement. The motion was seconded. Voice vote taken. Motion passed.
  - **Motion:** Judy moved to give Susan Bach a lifetime TDL library card upon her retirement. The motion was seconded. Voice vote taken. Motion passed.

**Adjournment:** The meeting was adjourned at 6:41PM

**Next Meeting: October 15, 2024, @5:30PM**

Dana Schumacher-Schmidt, TDL Secretary