

Approved Minutes  
June 18, 2024  
5:30PM - 6:10 PM  
Tecumseh District Library

The June meeting of the Tecumseh District Library Board was called to order at 5:30PM 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 May 21, 2024 Meeting:** Lisa noted that she had prepared a separate draft summary of the director evaluation for inclusion in the meeting packet, but then realized it was already covered in the proposed minutes. Therefore no additional action is needed on her summary. With this note, the minutes were approved as presented.

#### **Reports:**

- **Director's Report (see attached):** Director Susan Bach shared her report with the board. Capital improvement updates were not discussed in the report but are to be covered later in the meeting under Unfinished Business.
- **FY 23-24 Proposed Revised Budget**
  - Susan explained the "General Income" category in response to questions about the large increase in the budgeted amount in FY 24-25 compared to FY 23-24. This category is where the interest from the library's financial accounts goes, so as the interest rate increases and the amount of interest we receive increases, the amount in the budget needs to be adjusted accordingly. The amount has been adjusted in the proposed budget for the FY 24-25 based on higher interest rates. Susan confirmed that no changes had been made to the proposed revised FY 23-24 budget since it was presented at last month's meeting
  - **Motion:** Carma Roesch moved to approve the proposed revised FY 23-24 budget. The motion was seconded. Voice vote taken. Motion passed.
- **FY 24-25 Proposed Budget**
  - Discussion of items in the proposed budget.
    - Susan provided reasons for an increase in total staff expenses in the FY 24-25 budget compared to the FY 23-24 budget: 2 staff positions that were open for part of FY 23-24 have been filled, a payroll increase is coming on July 1, and one part-time position may be converted to full-

time. Trustees expressed support for these expenses to support the library staff.

■ It was agreed that the proposed amount for General Income seems reasonable based on the real amount for the current year through April.

■ It was noted that the building improvement costs also reflect planned capital improvements.

- **Motion:** Debbie Gilbey moved to approve the proposed FY 24-25 budget as presented. The motion was seconded. Voice vote taken. Motion passed.

● **Treasurer's Report (see attached):** Judy shared the Treasurer's Report with the board. No significant changes from the previous month. Investments have been steady with a bit of an increase.

- **Motion:** Taylor Williams moved to approve the Treasurer's Report as presented. The motion was seconded. Voice vote taken. Motion passed.

● **Sunshine Committee Report:** The committee will provide an ice cream sundae bar for the staff in early July.

#### **Unfinished Business:**

● Capital Improvements Committee

- A final estimate from Burdick's for the restroom upgrades was included in the meeting packet. The work will start in October. Susan asked for approval to make a 50% down payment to place the order. At the May meeting, the Board had approved up to \$15,000 for this project, and the total estimate is under that amount, so no additional motion and vote is needed to proceed with the down payment.
- The restroom spaces will also be painted, which is not included in the estimate from Burdick's, but should cost around \$2,500.
- Susan raised the possibility of having the lower level of the library painted in the time before Burdick's starts the bathroom renovation. Trustees agreed to take advantage of this window of time to go ahead with painting. It will be a noticeable improvement to the space.

● Strategic Planning

- The second meeting of the Strategic Planning Committee will take place on July 27, 2024. Kate Pohjola Andrade will come again to facilitate. The session may require two hours.
- The board is supposed to do a walkthrough of the library facilities once a year. Trustees agreed to complete the walkthrough right after this strategic planning session.

● Continuing Education: No new reports.

#### **Advocacy:**

- Carma Roesch shared that new library standards were approved at the most recent Michigan Department of Education meeting last week.

**New Business:**

- Consent Agenda: Programming; Gifts & Memorials.
  - A trustee will send thank-you notes for this month's donations.
- Friends Report (see attached): The Table of Contents event planning continues.
- Good of the Order
  - Table of Contents is on November 10. The board would like to have a table at the event. The cost is \$35 per person and board members will bring their contributions to the next meeting. Debbie Gilbey will collect the funds and theme ideas for the board table.
  - The board's yearly calendar was approved last month and has been shared with Jen. Lisa will use this calendar to set meeting agendas and share any changes with Jen.
  - Carma Roesch, Taylor Williams, and Debbie Gilbey will run again for the TDL board in the next election. Judy Prater will not run for re-election. If someone currently on the board will assume the Treasurer position, it would be beneficial for them to be able to work with Judy in her remaining months. The board expressed thanks for all of Judy's incredible service as Treasurer. Lisa proposed that suggestions for potential new board members be sent to Susan.
  - Lisa proposed an Executive Committee meeting to take place before the next full board meeting. Two topics to be discussed are a pipeline to recruit new trustees to the board and an overview of the benefits that library employees receive.

**Adjournment:** The meeting was adjourned at 6:10 PM

**Next Meeting: July 16, 2024, @5:30PM**

Dana Schumacher-Schmidt, TDL Secretary