

~~Proposed~~-Approved Minutes
May 21, 2024
5:30 PM - 6:52 PM
Tecumseh District Library

The May 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, and Taylor Williams. Also present were Library Director Susan Bach, Ginger Poczatek, and Chuck Harpst.

Absent: Dana Schumacher-Schmidt

Public Comment: No public comment.

Approval of Minutes from the April 16, 2024 Meeting: The minutes were approved as presented.

Staff Report - Chuck Harpst, Reference/Local History Librarian

Reports:

- **Director's Report (see attached):** Director Susan Bach shared her report. An Arbor Day tree was planted and many were in attendance. Staff development day went very well. Strategic Planning has begun and another meeting will be set for June to finalize the plan. Restroom renovations will be happening in the near future. Some new trash cans will be outside thanks to help from the Friends' of the Library. Furnaces will need to be replaced in the near future and Adrian Mechanical will be providing a quote to fix two at a time to stagger the repair costs. WiFi strength is being worked on in the lower level. Some vandalism has been occurring by students and Susan has asked the police to do drive bys in the after school hours. Susan is proposing a staff benefit of having birthdays off with pay.
- Susan is recommending that the restroom renovations be done by Burdick and Associates for an estimated cost of \$15,000. Judy Prater moved that we commit \$15,000 for the restroom renovation project to be completed by Burdick and Associates. Taylor Williams seconded the motion. Motion passed.
 - FY 23-24 Proposed Revised Budget
 - Susan will email some answers to various questions of the Board. The 23-24 Budget will be finalized and potentially approved at the June meeting.
 - FY 24-25 Proposed Budget

- Susan shared information about the proposed budget to be approved at the June meeting.
- Debbie Gilbey made a motion to add a new benefit for the staff to have their birthdays off with pay. Taylor Williams seconded the motion. It passed unanimously.
- **Treasurer's Report (see attached):** Judy shared the treasurer's report with the Board. Taylor Williams motioned to approve the treasurer's report. Debbie Gilbey seconded the report. It was accepted.
- **Sunshine Committee Report:** Possible ice cream bar or picnic for the staff sometime this summer. Possible other times would be back to school and then holidays in the fall months.

Unfinished Business:

- Director's Evaluation
 - Evaluation was reviewed. Proposed to the Board by the Executive Committee to provide a 6% increase in salary for Director Susan Bach. Stacey Knepper made a motion to provide the increase to the director for the fiscal year 24-25. Debbie Gilbey seconded the motion. It was unanimously approved.
- Capital Improvements Committee - see Director's report
- Strategic Planning - June 8, 2024, is the proposed next date for the strategic planning committee to finalize the plan. Backup date is July 27, 2024.
- Continuing Education - see advocacy information

Advocacy: April 16, 2024 - MLA Advocacy Day in Lansing. Judy and Carma attended this event.

New Business:

- Consent Agenda: Marketing, Technology; Programming; Gifts & Memorials.
 - Some questions about the technology report were answered by Susan Bach.
 - Trustees are sending out thank you notes to those who donated gifts and/or memorials.
- Friends Report (see attached): Ginger Poczatek shared more information from the Friends' report. The Table of Contents event will be in November. Friends' also need more books for book sales.
- Good of the Order

Adjournment: The meeting was adjourned at 6:52 PM

Next Meeting: June 18, 2024 @5:30PM

Respectfully submitted,
 Carma Roesch, TDL Vice-President, filling in for Dana Schumacher-Schmidt, TDL Secretary
 Approved June 18, 2024