

Approved ~~Proposed~~ Minutes
February 15, 2022
5:33 PM - 7:20 PM
Tecumseh District Library

The January meeting of the Tecumseh District Library Board was called to order at 5:33 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, and Luanne Bellfy, President of the Friends of Tecumseh District Library.

Approval of the February 2022 Agenda - Jane Poczatek moved to approve the agenda as amended. Dana Schumacher-Schmidt seconded the motion. Programming report removed from the agenda. The motion was approved as amended and it passed.

Public Comment Re: Agenda Items: no public comment

Minutes from the January 18, 2022 Meeting (see attached) Motion: Judy Prater moved to approve the January meeting notes. Matt Linke seconded the motion. The motion was approved and it passed.

Treasurer's Report (see attached) Motion: Judy shared more information from the report. Carma Roesch moved to approve the treasurer's report. Dana Schumacher-Schmidt seconded the motion. The motion was approved and it passed.

Approval of the consent January 2022 Agenda - No Programming meeting from January. Dana Schumacher-Schmidt moved to approve the consent agenda as amended. Judy Prater seconded the motion as amended. The motion was approved as amended and it passed.

Friends Report: Luanne Bellfy shared that there will be a book sale on March 5, 2022. The Friends also voted to give certificates for car washes and a taco lunch from Salsaria's on April 6th for staff appreciation during National Library Week. They are in good financial shape and are looking to spend some money on the library. Some items to be considered are programs, Homefront ad, and a new Reference desk.

Director's Report: (see attached): Susan shared more details regarding her report. Ad Hoc Committee for Fund Planning for the Future of Capital Improvements met and has prioritized the potential capital improvements. The Lenawee County Health department supplied free KN95 masks to be handed out to patrons in packs of 5 masks. Plans for the 1000 Books before Kindergarten have moved forward. The Seed Library will open this spring; generous donations were received from seed companies. Staff donated \$100 to the Lenawee County Humane Society from their annual Jeans in January. MLA Connect is presenting a program on the Headlee Rollback on Thursday, February 17th.

Unfinished Business:

- Policy Review – Circulation C-04 Loan Periods; C-07 Lost or Damaged Material
Motion: Jane Poczatek moved to approve the proposed changes to policy C-04 Loan Periods. Dana Schumacher-Schmidt seconded the motion. The motion was approved and it was passed.
Motion: Dana Schumacher-Schmidt moved to approve the proposed changes to policy C-07 Lost or Damaged Material. Carma Roesch seconded the motion. The motion was approved and it passed.
- Advocacy
 - Gifts and Memorials – Thank you notes - thank you to the donors!
 - Michigan Library Association virtual event – March 1, 2022
 - Public Library Association Conference – March 22-26, 2022, Portland, OR
- Ad hoc Committee update – the committee gathered information about potential capital improvement projects for the next 10 years. Estimated costs for each project were compiled and the projects prioritized. See attached Fund Planning for Future Capital Improvements.
Motion: Jane Poczatek moved to commit \$30,000.00 from unrestricted, unassigned funds for capital improvements including tree care or removal, an air ionization system, roof maintenance, and painting the lower level of the library as documented in attached Fund Planning for Future Capital Improvements. Dana Shumacher-Schmidt seconded the motion. A roll-call vote was taken, and the motion passed.
Motion: Jane Poczatek moved to assign \$400,000.00 from unrestricted, unassigned funds for future capital improvements including restroom renovations, updating light fixtures to LED, painting the upper level of the library, adding slope to the roof, parking lot enlargement, carpet replacement, and generator purchase and installation as documented in attached Fund Planning for Future Capital Improvements. Judy Prater seconded the motion. A roll-call vote was taken and the motion passed.
- Continuing Education – Susan mentioned MLA Connect re: Headlee Rollback on Thursday, February 17, 2022.

New Business:

- Finance Policies reviewed – No changes are needed at this time
- Community meeting attendance - Tabled

Public Comments Re: Non-Agenda Items: no public comment

Other Business:

- Next Month: Financial Report (semi-annual); Reminder to Trustees on the November ballot. Community meeting attendance.
- Good of the Order
- Sunshine Fund

Adjournment at 7:20 PM

Next Meeting: March 15, 2022 @5:30PM

Respectfully submitted,
Debbie Gilbey, TDL Trustee Secretary