

Approved Minutes
November 4, 2024
4:00 PM - 7:12 PM
Tecumseh District Library

The Special Meeting of the Tecumseh District Library Board was called to order at 4:00 PM by President Lisa Hart.

Roll call was taken. The Trustees present were Lisa Hart, Stacey Knepper, Judy Prater, Carma Roesch, Dana Schumacher-Schmidt, and Taylor Williams. Trustee Debbie Gilbey was not present. Also present were Interim Library Director Sonja Downey and director search consultant Brian Mortimore (virtually).

Candidate Interviews

The following candidates were interviewed for the position of Director of the Tecumseh District Library. Interviews were conducted virtually, in the order listed.

- Hilari Melerine
- Jordan Wright
- Carrie Ralston
- Matthew Pannkuk

Board Discussion and Selection of Two Finalists

The Board of Trustees discussed the candidates based on interviews and written application materials.

- **Motion:** Taylor moved to invite Carrie Ralston and Jordan Wright for second-round interviews on November 16, 2024. The motion was seconded. Roll call vote taken. Lisa Hart, Stacey Knepper, Judy Prater, Carma Roesch, Dana Schumacher-Schmidt, and Taylor Williams voted in favor of the motion. No one opposed. The motion passed.

The Executive Committee shared recommendations with the Board from their November 1 meeting (see attached).

- **Motion:** Carma moved that the Board offer three weeks of vacation to the new director upon hiring, with the understanding that review and updating of the full vacation and sick leave policies, in collaboration with the Board, will be a priority in the first quarter of the new year. The motion was seconded. Roll call vote taken. Lisa Hart, Stacey Knepper, Judy Prater, Carma Roesch, Dana Schumacher-Schmidt, and Taylor Williams voted in favor of the motion. No one opposed. The motion passed.

The Board agreed to offer to provide dinner and arrange lodging in town on Friday, 11/15, to both candidates invited for an interview. Discussion of the schedule for the interview day. Each candidate will have an opportunity to meet with TDL staff prior to their interview. At the conclusion of interviews on 11/16, the Board will discuss and decide on a finalist, with the intention to make a verbal offer that day and a written offer to follow.

- **Motion:** Carma moved to offer a moving allowance of \$2,500 to the new director, pending moving to the district within 12 months of the position start date. The motion was seconded. Roll call vote taken. Lisa Hart, Stacey Knepper, Judy Prater, Carma Roesch, Dana Schumacher-Schmidt, and Taylor Williams voted in favor of the motion. No one opposed. The motion passed.

Adjournment: The meeting was adjourned at 7:12 PM.

Next Regular Meeting: November 19, 2024 at 5:30 p.m.

Special Meeting: November 16, 2024