

Approved Minutes
May 20, 2025
Time: 5:30 - 6:57 PM
Tecumseh District Library

The May meeting of the Tecumseh District Library Board was called to order at 5:30 PM by Vice-President Lisa Hart.

Reading of the mission and vision statements.

Roll call was taken. The Trustees present were Debbie Gilbey, Lisa Hart, Stacey Knepper, Dana Schumacher-Schmidt, Taylor Williams, and Sharon Wimple. Not present was Carma Roesch. Also present was Library Director Jordan Wright.

FY 25-26 Budget Hearing

- **Report on Proposed Budget, FY 25-26 (see attached)**
- **Public Comment on the Proposed Budget, FY 25-26:** Public expressed support for the proposed budget.
- **Approval of the FY 25-26 Budget and Millage rate**
 - **Motion:** Dana Schumacher-Schmidt moved to approve the proposed FY 25-26 Budget as presented at the maximum allowed millage rate of 1.3431. Motion seconded. Roll call vote taken. 6 trustees voted in favor. 0 not in favor. Motion passed.

Public Comment: No public comments.

Approval of Minutes from the April 15, 2025 Meeting: Minutes were approved as presented.

Reports:

- **Director's Report (see attached):** Jordan delivered his report, followed by discussion of the proposed logo designs.
- **Treasurer's Report (see attached):** Debbie shared the Treasurer's report. In addition, she shared recommended actions from meeting with representatives from WesBanco. These will be added to next month's board meeting agenda for formal consideration.
 - **Motion:** Taylor Williams moved to approve the May Treasurer's Report as presented. The motion was seconded. Voice vote taken. Motion passed.
 - **Motion:** Taylor Williams moved to approve the April Treasurer's Report as presented in that month's packet. The motion was seconded. Voice vote taken. Motion passed.
- **Sunshine Committee Report:** The committee is looking ahead to June or July for a summer staff event. The Sunshine Fund balance is currently \$92.
- **Ad Hoc Human Resources Committee Report (see attached):** Dana shared updates from the two HR Committee meetings. The Committee will meet again at a time to be determined.

Unfinished Business

- **Continuing Education:**
 - Sharon reported on experience attending MLA Advocacy Day.
 - Taylor is currently taking a course on high-speed project management.
- **Capital Improvements Committee**
 - The board reviewed the Capital Improvements list at the Strategic Planning Session/Retreat on May 17. Jordan will meet with Taylor as Building and Grounds Liaison to prioritize the list and discuss a timeline. They will bring a proposal to the board at a future meeting for the amount to allocate for Capital Improvements projects going forward.
- **Policy O-02 Unattended Child Policy and New Policy: Historical Room:**
 - Jordan met with TPS superintendent Matt Hilton about how to implement this policy in a way that would be least disruptive. He is waiting to receive policy templates from Anne Suernyck for both.
- **Strategic Planning and Retreat:**
 - The Board will review the goals proposed in 2024 (circulated by email) and discuss any updates to set 2025 goals at the next meeting.

Advocacy

- Thanks to Sharon and Jordan for attending MLA Advocacy Day.

New Business:

- **Review and Renewal of Employee Healthcare Plan (see attached):**
 - Jordan circulated copies of plan documents in the packet prior to the meeting.
 - **Motion:** Taylor Williams moved to renew the current Employee Healthcare Plan. The motion was seconded. Voice vote taken. Motion passed.
- **80/20 Healthcare Resolution (see attached):**
 - **Motion:** Dana Schumacher-Schmidt moved to adopt the 80%/20% employer/employee healthcare cost option as set forth in 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act. Motion seconded. Roll call vote taken. 6 trustees in favor. 0 not in favor. Motion passed.
- **Proposed Policy Revision F-01 Check Writing:**
 - Discussion of the proposed change is to move from “two members of the board” to “two authorized signatories” on checks over \$7,000, in recognition of Jordan being added as a signer to our accounts.
 - Recommendation made to prepare a new draft that more directly specifies that in normal circumstances, two board members would sign, but that any authorized signer could sign in exigent circumstances.
- **Consent Agenda:** Marketing, Programming, Technology
- **Gifts & Memorials:**
 - Sharon will send thank-you notes for this month’s donations.
- **Friends Report (see attached):**

- TDL Friends are hosting a fundraiser on September 20 titled “Bakes and Books.” They will feature six to eight tables each representing a country, with baked goods from that country for sale. They are looking for donations of guidebooks or recipe books for this event. The Friends will host a craft table at the June 26 Tecumseh Farmer’s Market. They also have new youth tote bags designed by Jeanne Knight, which will be available at future book sales. The Table of Contents committee has been formed and planning is moving along.
- Suggestion that the library could place an ad with a call for book donations for the TDL Friends book sales or look into other options to put the call out through local media.
- **Good of the Order:**
 - Nothing new this month.

Adjournment: The meeting was adjourned at 6:57 PM.

Next Meeting: June 17, 2025, @5:30PM

Submitted by:

Dana Schumacher-Schmidt, TDL Board Secretary