

Approved Minutes  
April 15, 2025  
Time: 5:30 - 6:56 PM  
Tecumseh District Library

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

**Public Comment:** No public comments.

**Approval of Minutes from the March 18, 2025 Meeting:** Minutes were approved as presented.

#### **Reports:**

- **Director's Report (see attached):** Additionally, Jordan noted that computer upgrades started today, April 15. The library will host a Q&A session with a meteorologist on May 6 at 6:30pm, with the hope to draw in members of the local gardening and farming community. Jordan recently led a library tour for Building & Grounds Liaison Taylor and Lisa to highlight potential updates and additions to the space. As a result of this tour, Lisa proposed bringing the current capital improvements project list back to the board for review to see if/how priorities have changed since it was originally approved.
- **Treasurer's Report (see attached):**
  - The Board agreed to table the Treasurer's Report until next month's meeting as the Treasurer was not in attendance.
- **Sunshine Committee Report:** Taylor reported that cookies and library themed bookmarks were shared with the staff last week for National Library Week. Administrative Professionals Day is this month and gifts will be purchased for Jennifer Crane. Taylor suggested that the Sunshine Fund could be replenished for summer to support something like an ice cream social for staff.

#### **Unfinished Business**

- **Continuing Education**
  - Sharon noted that MLA is hosting a Zoom on Thursday for those planning to attend the upcoming MLA Advocacy Day.
  - In May, Jordan will attend the second part of a two-part conference called ThinkSpace put on by MLA for library directors.
- **Capital Improvements Committee**

- Lisa will recommend to Carma the formation of an ad hoc committee to review the current project list with Jordan and identify priorities to bring to the full board. Taylor expressed interest in serving on the committee as Buildings and Ground liaison. As Jordan and the board are undertaking multi-year budget planning, this updated project list can be factored into the years ahead.
- **Policy O-02 Unattended Child Policy and New Policy: Historical Room:**
  - Jordan is meeting with lawyer Anne Seurnyck next week and will share proposed policy language with her for review.
- **Strategic Planning and Retreat:**
  - The final Strategic Planning session will be combined with the annual Board Retreat on May 17 from 10am-2pm. For the Strategic Planning part of the day, Kate Pohjola-Andrade from Woodlands Cooperative will likely join us virtually, but may be able to be in person. Jen and Gina will join for Strategic Planning as well. Discussion of how to divide the day between Board Retreat and Strategic Planning and where to pick up from the two Strategic Planning sessions held in 2024. Decision made to use this time to review and revise outcomes from the previous sessions, given changes that have taken place since then, including a new library director and new board member.

#### **Advocacy**

- MLA Advocacy Day is scheduled for April 30, 2025. Sharon will attend.

#### **New Business:**

- **FY 25-26 Budget Draft Update (see attached):**
  - Jordan reviewed updates to the budget draft that came out of the Finance Committee meeting and provided context for notable changes from the previous year's budget. The board plans to vote on a proposed 2025-2026 budget at the May meeting. At the June meeting, the board will review and vote on amendments to the 2024-2025 budget.
- **Budget Hearing and Public Posting Requirement (see attached):**
  - The state of Michigan mandates that the library host a public hearing on the proposed budget and allow for public comment. The board decided to hold this hearing at the start of the regular May board meeting. At this time, the board will also vote on whether to levy the full amount authorized by the last millage election. Jordan will review a draft public notice of the budget hearing in his upcoming meeting with Anne Seurnyck and submit a final version to be printed in *The Tecumseh Herald*.
- **2025-2026 Planned Library Closures (see attached):**
  - Taylor Williams moved to add the day after Thanksgiving to the list of 2025-2026 planned closures as a paid holiday. The motion was seconded. Voice vote taken. Motion passed.
  - Discussion of whether the library will stay open for Appleumpkin. This discussion was tabled until a future meeting.
- **Consent Agenda:** Marketing, Programming

- **Gifts & Memorials:** A board member will send a thank-you note for this month's donation.
- **Friends Report (see attached):**
  - On Saturday, September 20, from 10:00am-2:00pm, the Friends will host a fundraiser and social event featuring books and baked goods from different countries. The planning committee for this year's Table of Contents is already hard at work. They have reserved a location and catering for the event and are coming up with a theme. Local groups are encouraged to sponsor a table. Children's book bags will be ready for the next book sale, featuring the new Friends logo.
- **Good of the Order:** Lisa expressed appreciation to board members for their volunteer service.

**Adjournment:** The meeting was adjourned at 6:56 PM.

**Next Meeting:** May 20, 2025, @5:30PM

Submitted by:

Dana Schumacher-Schmidt, TDL Board Secretary