

Approved Minutes
January 20, 2026
Time: 5:30PM-6:25PM
Tecumseh District Library

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

Roll call was taken. The Trustees present were Debbie Gilbey, Lisa Hart, Stacey Knepper, Dana Schumacher-Schmidt, Taylor Williams, and Sharon Wimple. Also present was TDL Director Jordan Wright, TDL staff member Sonja Downey, and new appointee to the board Kay Brennan.

Public Comment on Agenda Items: No public comment.

Nominating Committee:

- **Appointment of New Officers:** As representative of the Nominating Committee, Stacey Knepper reviewed the slate of officer candidates for 2026: Taylor Williams for President, Sharon Wimple for Vice-President, Stacey Knepper for Treasurer, and Dana Schumacher-Schmidt for Secretary.
 - **Motion:** Stacey Knepper moved to approve the appointment of officers as outlined. Motion seconded. Voice vote taken. Motion passed.

Library Trustee Oath of Office: As a notary public, Sonja Downey administered the oath of office to each newly elected officer. Officers assumed their roles for the remainder of the meeting. Downey administered the trustee oath to continuing Trustees Lisa Hart and Debbie Gilbey, no longer in officer roles, and to new Trustee Kay Brennan, who assumed Trustee responsibilities for the remainder of the meeting.

Committee Appointments: President Williams reviewed committee appointments for the new year.

- Executive Committee: President Williams, Secretary Schumacher-Schmidt, and Treasurer Knepper
- Finance Committee: Trustee Hart, President Williams, and Treasurer Knepper
- Ad Hoc HR Committee: President Williams, Vice-President Wimple, and Secretary Schumacher-Schmidt
- Sunshine Committee: Trustee Brennan will join the committee and President Williams will continue for the time being. All trustees are welcome to contribute to the committee's efforts.

Approval of Minutes from the December 16, 2025 Meeting: Minutes were approved as presented.

Reports:

- **Director's Report (see attached):** Director Wright presented his written report. No additional updates or discussion.
- **Treasurer's Report (see attached):** Outgoing Treasurer Gilbey presented the monthly report.
 - **Motion:** Trustee Hart moved to accept the Treasurer's Report as presented. The motion was seconded. No discussion. Voice vote taken. Motion passed.
- **Sunshine Committee Report:** President Williams reported that pinwheels and chips were provided around the holidays for the staff. President Williams proposed putting more focus on library holidays this year. The Sunshine Committee fund is sufficient for upcoming events.
- **Ad Hoc Human Resources Committee Report:**
 - Director Wright shared that the committee met in January. Most of the work is pretty close to being ready to share. Director Wright will share proposed changes with staff who will be most impacted, and that feedback will be reviewed at the February committee meeting. The plan is to share proposed policy changes with the full board for first reading at the March meeting.

Unfinished Business

- **Capital Improvements Committee**
 - New Liaison: Director Wright has invited Trustee Brennan to serve as the liaison to this committee this year and Trustee accepted the invitation. President Williams appointed Trustee Brennan to this role.
- **Continuing Education**
 - Conversation about how Trustees can share continuing education notes. Suggestion that they can be shared in the meeting packet for ease of accessibility and also uploaded to the Continuing Education shared folder.

Advocacy

- Nothing new this month. President Williams raised a question of how to become more involved in advocacy. Vice-President Wimple recommended it be something the board discusses in a retreat. Director Wright reminded the group that MLA Advocacy Day will be coming up again in April and trustees are welcome to attend.

New Business:

- **Proposed Mid-Year Budget Amendments:** Director Wright clarified the meaning of colors on the spreadsheet: green is where the library is coming out ahead; yellow is where we are spending more than initially anticipated. He noted that the board will review budget amendments again in June.
 - **Motion:** Trustee Gilbey moved to approve the proposed mid-year budget amendments as presented. Motion seconded. Voice vote taken. Motion passed.

- **Annual Bylaws Review Begins:**
 - President Williams proposed that trustees take the next month to review the bylaws individually and note any changes that they think would be useful. Each trustee should route changes to Director Wright. He has created a Review Copy of the Bylaws in the TDL Bylaws folder and trustees can either propose edits in that document directly or email them to Director Wright by February 10.

- **RFP for Master Planning Services:** Director Wright reviewed the process by which the current version of the RFP came to be. He has had introductory conversations with at least five vendors. The RFP will be posted on the TDL website and so other firms may submit proposals. The RFP will also be posted in a relevant database.
 - **Motion:** Secretary Schumacher-Schmidt moved to approve the release of a Request for Proposals (RFP) for facility master planning services for the library. Motion seconded. Voice vote taken. Motion passed.

- **Approve Consent Agenda Items for 2026**
 - **Motion:** Secretary Schumacher-Schmidt moved to approve the 2026 consent agenda items which will include the Gifts and Memorials report, as well as reports from the Marketing, Programming, and Technology committees. Motion seconded. Voice vote taken. Motion passed.

- **Consent Agenda:** Marketing. Gifts & Memorials. Trustees will write thank you cards to this month's donors.

- **Friends Report (see attached):** Friends liaison Jeanne Knight reported on the election of new officers to the TDL Friends. Books sales were higher than expected in January. Membership is steady. Debbie Gilbey will serve as the Board of Trustees liaison to the Friends group this year. Trustees will sign up to make sure there is at least one in attendance at each Friends group meeting.

- **Good of the Order:** Trustee Wimple provided a copy of Robert's Rules of Order for the board to refer to during meetings. Director Wright will keep the copy in his office and it is available for any trustee to use.

Public Comment: No public comment.

Adjournment: The meeting was adjourned at 6:25 PM.

Next Meeting: February 17, 2026 @5:30PM

Submitted by:

Dana Schumacher-Schmidt, TDL Board Secretary