

Approved Minutes  
November 18, 2025  
Time: 5:30 PM - 6:41PM  
Tecumseh District Library

The November 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, Taylor Williams, and Sharon Wimple. Not present was Dana Schumacher-Schmidt. Also present was Library Director Jordan Wright.

**Public Comment:** No public comment.

**Approval of Minutes from the October 21, 2025 Meeting:** Minutes were approved as presented.

**Reports:**

- **Director's Report (see attached):** Director Wright presented his written report. In addition, when visiting with State Rep Nancy Jenkins-Arno, he emphasized the importance of MEL funding. Regarding Professional Development, Director Wright expressed wanting to continue to find additional opportunities for staff. To continue gaining insight into the future of the library, two focus group sessions were held last week (Thursday, November 13 and Saturday, November 15) for community members to weigh in regarding library expansions/improvements.
- **Treasurer's Report (see attached):** Treasurer Gilbey presented the monthly report.
  - **Motion:** Trustee Knepper moved to accept the November Treasurer's Report as presented. The motion was seconded. No discussion. Voice vote taken. Motion passed.
- **Executive Committee:**
  - Board Member Candidate Discussion
    - Three candidates, (Kay Brennan, Rachel Bruckwicki, and Mary Lou Olds) each submitted a letter of interest expressing their desire to fill the vacant Trustee position. Each candidate introduced themselves, provided their background, and what they would like to see for the future of the library. President Hart explained how the board has handled filling vacancies in the past. This process included interviewing the potential candidates, taking a board vote, and then the newly sworn in Trustee would be expected to take part in the following election to retain their seat. The board discussed the possibility of having the Executive Committee interview the candidates and then bring a recommendation to the board. After additional discussion, it was concluded that the board would

continue the regular process and the three candidates will be interviewed during the first half of the next board meeting, scheduled for December 16, 2026. All three candidates agreed.

- Director Evaluation
  - The Executive Committee conducted Director Wright's evaluation for the timeframe of January 2025 - October 2025. The Executive Committee recommends a 5% salary increase based on Director Wright's excellent performance.
  - **Motion:** Treasurer Gilbey made a motion to accept the recommendation of the Executive Committee to give Director Wright a salary increase of 5% effective December 1, 2025. The motion was seconded. Voice vote taken. Motion passed.
- Generator Install Update
  - Due to additional and unknown costs, timing, and concerns regarding placement of the generator, the board suggested tabling moving forward with the generator install until we have more information and are more comfortable with the decision.
  - **Motion:** Vice President Williams moved to table moving forward with the generator install until we can better understand the costs and building situation. The motion was seconded. Voice vote taken. Motion passed.
- **Sunshine Committee Report:**
  - For Halloween, the board gave staff themed cookies from Lev's. Vice President Williams welcomed the board to help replenish the funds so we can purchase holiday gifts for the staff. The Sunshine fund balance was at \$20 and is now at \$105 - Thank you!
- **Ad Hoc Human Resources Committee Report:**
  - No report - The committee plans to pick up meetings again in January 2026.

## **Unfinished Business**

- **Continuing Education**
  - No Continuing Education
- **Capital Improvements Committee**
  - Master Plan/Space Planning Discussion
    - Director Wright has held discussions with two agencies (MCD Architects and Krieghoff) regarding future library expansion/capital improvements. He plans to continue discussions with additional architectural firms. Director Wright discussed the possibility of developing a master plan, resulting from a conversation with MCD architects, vs only conducting a library space evaluation.
- **Third Reading: Policy Revision I-01 Internet Use**

- Third reading reflects small changes suggested by the library's Attorney. Additionally, Director Wright expressed wanting to lower the current \$5 daily fee for non-library cardholder guests using the computer, if beyond the free 20 minutes. Director Wright feels \$5 is a steep fee and has lowered the fee to \$1.
- **Motion:** Treasurer Gilbey moved to accept the changes to the Internet Use policy. The motion was seconded. Voice vote taken. Motion passed.

### **Advocacy**

- State Rep Nancy Jenkins-Arno visited library November 14. Director Wright and Trustee Wimpey met with her and gave her a tour of the library.

### **New Business:**

- **Proposed ILS Vendor Change:**
  - Director Wright discussed the possibility of changing the library's Integrated Library System's (ILS) vendor from Auto-Graphics to Millionex-Simplicity. As the expected cost is within Director Wright's monetary range to move forward if he chooses, he does not require a motion from the board.
- **Carnegie Gift and Proposed Budget Amendments**
  - TDL received a Carnegie Gift in the amount of \$10,000, and the board is responsible for ensuring how gifts are used. Director Wright expressed wanting to use this gift toward funding additional staff professional development over time.
  - **Motion:** Trustee Knepper moved to support the Director's recommendation to use the \$10,000 Carnegie Gift toward staff professional development over time. The motion was seconded. Voice vote taken. Motion passed.
  - Proposed Budget Amendments: President Hart expressed this is a separate item and will be tabled for future discussion.
- **2026 Proposed Meeting Dates:**
  - **Motion:** Trustee Debbie Gilbey moved to accept the 2026 Proposed Meeting Dates. The motion was seconded. Voice vote was taken. Motion passed.
- **Nominating Committee:**
  - The Nominating Committee is working together to establish recommendations and will have more information to present at the December 16 meeting.
- **Consent Agenda:** Marketing, Programming, Technology. Gifts & Memorials.
  - Trustees will write thank-you notes to the October donors.
  - Director Wright mentioned the possibility of getting TDL-branded thank you notes and is looking into it.

- **Friends Report (see attached):** Jeanne Knight presented the Friends Report and also shared that an anonymous donor gave the Friends \$200 for the first 20 kids at the book sale to receive a bookbag.
- **Good of the Order**
  - President Hart shared that as part of the bylaws, the board needs to ensure that we review the bylaws in 2026.

**Adjournment:** The meeting was adjourned at 6:41 PM.

**Next Meeting:** December 16, 2025 @5:30PM

Submitted by:

Taylor Williams, TDL Vice President