

Approved Minutes
December 16, 2025
Time: 5:30PM-7:24PM
Tecumseh District Library

The December 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 Library Director Jordan Wright.

Public Comment: No public comment.

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

Trustee Candidate Interviews

Three candidates were interviewed for the vacant seat on the Board of Trustees, using the questions included in the meeting packet.

- Rachel Bruckwicki 5:30pm
- Kay Brennan 5:50pm
- Mary Lou Olds 6:10pm

Trustee Candidate Discussion and Appointment

Trustees discussed the candidates for the open seat on the Board.

- **Motion:** Trustee Gilbey moved to extend an offer to Kay Brennan to fill the vacant position on the Board of Trustees for the remainder of the term. The motion was seconded. No further discussion. Voice vote taken. Motion passed. Assuming Brennan accepts the appointment, she will be sworn in at the January meeting.

Reports:

- **Director's Report (see attached):** Director Wright presented his written report. In addition, Director Wright confirmed that he has been in contact with the generator provider about the decision made at the last board meeting not to proceed with this project at this time.
- **Treasurer's Report (see attached):** Treasurer Gilbey presented the monthly report. Director Wright added that the Finance Committee met last night. They discussed the Key Bank CD which matures at the end of January. The committee is prepared to recommend that we let it mature and deposit it in the WesBanco ICS. The Finance Committee also reviewed a draft of the mid-year budget amendments prepared by Director Wright, which he will bring to the full board for the January meeting.
 - **Motion:** Trustee Knepper moved to accept the Treasurer's Report as presented. The motion was seconded. No discussion. Voice vote taken. Motion passed.

- **Executive Committee:**
 - No report - The committee has not met since the November board meeting.
- **Sunshine Committee Report:** The committee plans to do something for the staff for the holidays, perhaps a lunch or stockings with a gift card to a local business, candy, or bookmarks.
- **Ad Hoc Human Resources Committee Report:**
 - No report - The committee plans to pick up meetings again in January 2026.

Unfinished Business

- **Continuing Education**
 - Nothing to report this month.
- **Capital Improvements Committee**
 - Security Camera Proposals: Director Wright provided a brief summary of the three bids that have been submitted. Trustees discussed aspects of the bids.
 - **Motion:** Vice-President Williams moved to select a 10-year contract with InaCOMP TSG to install Verkada hardware and purchase Verkada licensing for a total of \$52,088.10. The motion was seconded. Discussion of the value of a 10-year contract rather than the 5-year contract. Roll call vote taken. Motion passed unanimously.
 - RFP for Master Planning Services: Director Wright has acquired sample RFPs from other libraries and sought feedback in the preparation of the current draft. This item will be tabled until next month so that newly appointed Trustee Brennan will have the opportunity to provide her perspective. In the meantime, trustees will further review the RFP draft and can share feedback with Director Wright.
- **Nominating Committee**
 - The nominating committee shared their slate of officer candidates for 2026:
 - President: Taylor Williams
 - Vice-President: Sharon Wimple
 - Treasurer: Stacey Knepper
 - Secretary: Dana Schumacher-Schmidt
 - Officer election will occur at the January meeting. President Hart noted that committee assignments will need to be revisited at that time as well. Secretary Schumacher-Schmidt suggested that any documentation of officer roles and responsibilities be reviewed alongside the review of Board bylaws planned for 2026.
- **Advocacy**

- Secretary Schumacher-Schmidt shared that MLA is hosting a virtual Advocacy Hour session on Thursday, December 18 from 10-11am on state and federal budget updates and the outlook for library funding in 2026. Registration is free.

New Business:

- **Consent Agenda:** Marketing, Programming, Gifts & Memorials.
- **Friends Report (see attached):** The Friends are looking for a Board liaison for the next two years. Board members will alternate attending meetings but a specific liaison will be selected in January as a main contact person for the Friends. The Table of Contents event was extremely successful. Book donations are always encouraged for Friends' book sales.
- **Good of the Order**
 - President Hart shared appreciation for trustees in the process of appointing a new member. The board is fortunate to have had several strong, interested candidates.

Adjournment: The meeting was adjourned at 7:24 PM.

Next Meeting: January 20, 2026 @5:30PM

Submitted by:

Dana Schumacher-Schmidt, TDL Board Secretary