

Approved Minutes
February 17, 2026
Time: 5:30PM-6:39PM
Tecumseh District Library

The February meeting of the Tecumseh District Library Board was called to order at 5:30PM by President Taylor Williams

Reading of the Mission and Vision Statements.

Roll call was taken. The Trustees present were Kay Brennan, Debbie Gilbey, Lisa Hart, Stacey Knepper, Dana Schumacher-Schmidt, Taylor Williams, and Sharon Wimple. Also present was TDL Director Jordan Wright.

Public Comment on Agenda Items: No public comment.

Approval of Minutes from the January 20, 2026 Meeting: Minutes were approved as presented.

Reports:

- **Director's Report (see attached):** Director Wright presented his written report. He clarified that the streetscape plans mentioned in the report primarily involve parking and will be a net positive for the library. Treasurer Knepper commended Director Wright for his recent piece in the *Tecumseh Herald* about lending models for e-books and e-audiobooks and the challenges they present for libraries.
- **Treasurer's Report (see attached):** Treasurer Knepper presented the monthly report.
 - **Motion:** Trustee Gilbey moved to accept the Treasurer's Report as presented. The motion was seconded. No discussion. Voice vote taken. Motion passed.
- **Executive Committee:** No meeting this month.
- **Sunshine Committee Report:** Vice-President Wimple brought Valentine's chocolates for the staff. President Williams proposed that the committee could provide breakfast items in March. The Sunshine Fund currently has \$54.00.
- **Ad Hoc Human Resources Committee Report:** Secretary Schumacher-Schmidt summarized the written report from the February 12 committee meeting. Trustee Hart asked for clarification of the rationale behind the proposed Seniority Provision in the Sick Leave policy. Director Wright reviewed his process for gathering feedback from senior staff members and how that informed the most recent policy draft. The committee has a monthly timeline to complete its work. They will meet in early March to finalize policy drafts in preparation for sharing with the board for first review in the March meeting packet.

Unfinished Business

- **Continuing Education:** Nothing new to report this month.
- **Capital Improvements Committee:** Nothing new to report this month.
- **Bylaws Review:** Prior to the meeting, Trustees shared proposed revisions and comments on current bylaws with Director Wright, who compiled them into a single draft document (see attached). Trustees reviewed and discussed proposed revisions with Director Wright taking notes in the draft. Trustees agreed that Director Wright should share the draft with the library's attorney for review. This will adjust the Board's overall timeline for review and approval of amendments: a new first reading of amended bylaws will take place at the March meeting and a second reading will occur in April. The bylaws require review at two meetings before amendments can be approved.

Advocacy:

- Director Wright reminded the group that MLA Advocacy Day is April 28 and invited trustees to attend together if they are able. The deadline to register is March 27.

New Business:

- **Annual Report/State of the Library:** Director Wright prepared his first State of the Library report for TDL. He shared a high-level overview of the report in the meeting. The report in its written form was intended for the board as an audience but Trustees support adding it to the website "About Us" section. A version of the information in the report will also be shared with the broader library community in a tri-fold brochure.
- **RFP for Financial Audit Services:** As context for the RFP, Director Wright noted that the library's financial statements and internal controls are required to be audited annually and that the library has used the same audit firm for several years. It is considered best practice to periodically solicit competitive proposals for these services. There are a handful of firms that specialize in working with libraries and schools, though the library will invite proposals from qualified non-specialist firms as well. Trustee Hart recommended amending the proposed RFP to add the Board Treasurer to the list of those who will work closely with the selected auditor, along with library administration and the library's accountant.
 - **Motion:** Secretary Schumacher-Schmidt moved to approve the release of a Request for Proposals (RFP) for financial audit services for the library with the proposed amendment. Motion seconded. No further discussion. Voice vote taken. Motion passed.
- **MeL Visiting Patron Participation:** Director Wright reviewed the services currently available to TDL patrons through MeL, including the ability to request materials to be shipped from partner libraries. He would like the library to participate in the MeL Visiting Patron program, which allows patrons to visit and check out materials directly from

partner libraries – no shipping required. Director Wright noted that Clinton and Blissfield libraries already participate in the program and Adrian District Library is considering it this month as well. If participation results in unanticipated challenges, it could always be stepped back.

- **Motion:** Trustee Hart moved to approve the library's participation in MeL's Visiting Patron program. Motion seconded. No discussion. Voice vote taken. Motion passed.
- **Consent Agenda:** Marketing. Gifts & Memorials. Trustee Gilbey will write a thank you card to this month's donor.
- **Friends Report (see attached):** Friends liaison Mindy Dunn reported that the Friends had a great February book sale, bringing in over \$1,000. They are always in need of book donations. The Friends approved purchase of the movie *The Librarians* to screen at TCA and support for a morel mushroom program. The Friends Mingle is coming up on March 14. Friends will start meeting to plan for this year's Table of Contents on March 9; any interested Friends are welcome to join the planning committee. Sarah Kruszka will lead organizing the event this year.
- **Good of the Order:** No items to share.

Public Comment: No public comment.

Adjournment: The meeting was adjourned at 6:39PM.

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

Submitted by:

Dana Schumacher-Schmidt, TDL Board Secretary