

Approved Minutes
March 17, 2026
Time: 5:30PM-6:44PM
Tecumseh District Library

The March 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 on the agenda.

Approval of Minutes from the February 17, 2026 Meeting: Minutes were approved as presented.

Reports:

- **Director's Report (see attached):** Director Wright presented his written report. The first response to the RFP for audit services has come in since he submitted the written report. Trustee Wimple commended Director Wright for planning a staff training with the Tecumseh Fire Department. Trustee Brennan asked if the library has an AED. Director Wright said that we do not, but he is not opposed to the library acquiring one and will look into it. President Williams recalled that the board had discussed this possibility before but had not revisited it in a couple of years.
- **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:** President Williams will email the group this week regarding plans for a staff breakfast before the end of the month.
- **Ad Hoc Human Resources Committee Report:** Director Wright reviewed the work the HR committee has done over the past eight months, leading up to the proposed leave policies in this month's packet. Staff did not provide any feedback on the proposed policies, and so the HR committee did not need to meet to review feedback, as had been planned for this month. Trustees did not have any immediate questions or comments on the proposed policies. Trustees are invited to share feedback with Director Wright or President Williams by March 31. This will allow time for the HR committee to consider

the feedback and revise proposed policies as needed before the April board meeting. Trustee Hart expressed appreciation for the committee's work.

Unfinished Business

- **Continuing Education:** Nothing new to report this month.
- **Capital Improvements Committee:** Nothing new to report this month, but the RFP Master Planning services will be discussed under a later agenda item.
- **Bylaws Review:** Director Wright updated the group on the status of the bylaws since the February meeting. A draft of the bylaws with our proposed changes has been shared with the library's attorney for review.
- **Financial Audit RFP:** Director Wright has received one response so far but the deadline is not until April 6.
- **Master Planning RFP Review and Selection:** In response to the RFP, Director Wright received proposals from 6 firms. These are included in the packet for this month's meeting. Representatives from 4 firms attended a walk through of the library last month. Director Wright noted that Jacob Wright from Krieghoff-Lenawee was present at the meeting. Trustees and Director Wright discussed the proposals including price comparison, relevant library-specific master planning experience, and connection to the local community.
 - **Motion:** Secretary Schumacher-Schmidt moved to select krM Architecture and Krieghoff-Lenawee to provide Facilities Master Planning Services in the estimated amount of \$22,000, and to authorize the Library Director, in consultation with the Board President, to finalize and execute the contract. Motion seconded. Discussion: Director Wright asked if the motion could be revised to include the additional testing contingency amount recommended in the proposal from krM Architecture.
 - **Motion:** Secretary Schumacher-Schmidt moved to select krM Architecture and Krieghoff-Lenawee to provide Facilities Master Planning Services in the estimated amount of \$22,000 with an additional \$5,000 designated for testing, and to authorize the Library Director, in consultation with the Board President, to finalize and execute the contract. Motion seconded. No further discussion. Voice vote taken. Motion passed.

Advocacy:

- President Williams reminded the group that MLA Advocacy Day is Tuesday, April 28. Registration for this opportunity ends on March 27.

New Business:

- **Policy Revision O-1 Code of Conduct/Patron Behavior Policy First Reading:** Director Wright explained that we have an older patron behavior policy that doesn't

cover some of the things that such a policy needs to cover. The version shared for review came from the library's attorney and has been lightly edited by Director Wright. Our policy doesn't do a great job with restrictions or guidelines on petitioning or soliciting or about service animals, which has come up recently. Director Wright would create a simplified version of the policy to be posted on the website and in the library, in addition to the full policy. Discussion of sections on "Identification; Masks" and "Attire" focused on clarifying the goals of the policy and enforceability. A revised draft will be shared for a second reading at the April meeting.

- **New Policy Violations and Appeal First Reading:** This policy is referenced in the proposed Code of Conduct/Patron Behavior Policy and so it would be adopted as well. Feedback is welcome before the meeting packet materials are delivered next month. This policy draft will also receive second reading in April.
- **Consent Agenda:** Marketing and Programming. Gifts & Memorials. Trustees will write thank you cards to this month's donors.
- **Friends Report (see attached):** Delivered by Ginger Poczatek. The Table of Contents date is not officially set yet but the planning committee is considering moving it a month earlier and also holding the event earlier in the day. More themeless tables will be available, based on the success of this option this year. The Friends expressed appreciation for Director Wright's *Perspectives* article on e-books. The Friends book sales are doing very well so far this year and the Marketing Committee is doing a great job with getting the word out. The Friends are working with the library on a bookmark design contest. West Bloomfield library is donating 40 books of boxes to the Friends, which will be sorted by experienced book sale volunteers. Suggestion made that the board provide a copy of the packet to the President of the Friends group, which will be taken under consideration.
- **Good of the Order:** Trustee Hart recommended that we put a review of the board goals under Good of the Order for the next meeting. Trustees agreed to keep this on the agenda.

Public Comment:

- Feedback was shared on the proposed Identification policy discussed earlier in the meeting. The question was raised: What happens if a staff member asks for ID and a patron refuses?
- Jacob Wright thanked the board and shared excitement to work on the Master Planning project.
- A suggestion was made for a board member to come to an upcoming Friends' meeting, perhaps in May, to review the board's responsibilities. Trustee Hart and Director Wright are planning to attend this meeting and could deliver a brief presentation.

Adjournment: The meeting was adjourned at 6:44PM.

Next Meeting: April 21, 2026 @5:30PM

Submitted by:

Dana Schumacher-Schmidt, TDL Board Secretary