

Approved Minutes  
April 21, 2026  
Time: 5:33PM - 7:36PM  
Tecumseh District Library

The April meeting of the Tecumseh District Library Board was called to order at 5:33PM by President Taylor Williams

Reading of the Mission and Vision Statements.

Roll call was taken. The Trustees present were Kay Brennan, Lisa Hart, Stacey Knepper, Dana Schumacher-Schmidt, and Taylor Williams. Also present was Library Director Jordan Wright. Not present at the start of the meeting were Debbie Gilbey and Sharon Wimple. Sharon Wimple arrived at 5:37PM. Debbie Gilbey arrived at 5:41PM.

**Public Comment on Agenda Items:** No public comment on the agenda.

**Approval of Minutes from the March 17, 2026 Meeting:** Prior to the meeting, Secretary Schumacher-Schmidt corrected a few typos in the circulated draft minutes that were pointed out by Trustee Hart. With those changes made, the minutes were approved as amended.

#### **Reports:**

- **Director's Report (see attached):** Director Wright presented his written report. Under Professional Development, he noted that Andy Jackson and Elaine Monahan attended a training hosted by the Library of Michigan on organizing cooking and nutrition programs for teens.
  
- **Treasurer's Report (see attached):** Treasurer Knepper presented the monthly report. In addition, she shared that the library's CD at WesBanco is set to roll over at the current interest rate unless the board decides to take different action. The Finance Committee's recommendation is to let it roll over because the interest rate is pretty competitive.
  - **Motion:** Trustee Gilbey moved to accept the Treasurer's Report as presented. The motion was seconded. No discussion. Voice vote taken. Motion passed.
  - **Motion:** Trustee Hart moved to support rolling the 7-month CD at WesBanco over for another 7 months at 3.75% interest. The motion was seconded. Discussion: Trustee Hart clarified that in the future this sort of recommendation should be shared in writing in a Finance Committee report. Voice vote taken. Motion passed.
  
- **Investment Report (see attached):** Treasurer Knepper reviewed the investment reports for the period from July 2025 through December 2025. Trustees expressed thanks for the treasurer's diligent work preparing these reports.

- **Executive Committee:** The Committee did not meet this month, but President Williams presented a proposed timeline and process for the upcoming Director Evaluation. Director Wright will share a self-evaluation with President Williams to distribute to the Board. Secretary Schumacher-Schmidt created a Google form to streamline the process of compiling evaluation responses.
- **Sunshine Committee Report:** President Williams thanked Trustees Hart and Wimple for providing breakfast for the staff right before Easter. The committee also gave a gift to Jennifer Crane for Administrative Professionals' Day.
- **Ad Hoc Human Resources Committee Report:** The Ad Hoc HR Committee did not meet in March or in April. Those tentative meeting dates had been set to discuss any staff or board feedback on the proposed PTO and Sick Leave policies, and no feedback was received. Director Wright noted that the new policies are designed to go into effect July 1, so if the Board would like to spend more time with them, there is time to take one more meeting for further review.
  - **Motion:** Trustee Hart moved to approve the proposed PTO and Sick Leave policies as presented. The motion was seconded. Director Wright recommended amending the motion to include the effective date.
  - **Revised motion:** Trustee Hart moved to approve the proposed PTO and Sick Leave Policy as written, effective July 1, 2026. No further discussion. Voice vote taken. Motion passed.

### Unfinished Business

- **Continuing Education:** Nothing new to report this month.
- **Capital Improvements Committee:** Director Wright shared a request for board action to modify and assign additional funds to the Capital Improvements plan. Trustee Knepper asked for a timeline of the streetscape project. Director Wright has been told to expect something by the end of May. Trustee Hart expressed uncertainty over the reason for moving these funds to the Capital Improvements plan at this time and raised the past practice of using language "assigned" and "committed" when designating funds to be set aside for a specific purpose. Discussion of whether to allocate these additional funds now or wait until a later time. Director Wright and Trustee Brennan confirmed that budget setting with krM will be part of the master planning process, and they can provide the board with options. President Williams suggested that we wait to assign these funds until after we have a better idea of what our budget options will be. Trustee Knepper noted that public comment sessions in the master planning process provide an opportunity to bring the community into conversation about how we're using our fund balance. President Williams tabled the issue until a future meeting, after the Board has more information from master planning.
- **Bylaws Review:** Director Wright shared feedback on the draft bylaws provided by the library's legal team. A next step will be to determine how to proceed with the extensive

feedback they gave. Trustee Williams suggested the creation of an Ad Hoc Committee to take this on. Director Wright proposed that it might be appropriate for the Executive Committee. It was determined to form an Ad Hoc Bylaws Committee consisting of President Williams, Secretary Schumacher-Schmidt, and Trustee Hart.

- **Financial Audit RFP Review and Selection:** The Board received four proposals for annual financial auditing services. The Finance Committee met and created a rubric to rate each firm's proposal on four categories: experience, approach, price, and references/reputation. The Finance Committee members completed the rubric prior to the Board meeting. Secretary Schumacher-Schmidt proposed that the Board adopt a similar rubric process going forward for all members to evaluate proposals. Director Wright suggested that the full Board have the opportunity to evaluate auditing proposals using the rubric and that perhaps the board could move to tentatively select the firm that receives the highest rating in the rubric.
  - **Motion:** Secretary Schumacher-Schmidt moved that the Board tentatively select the firm that receives the highest rating from the full Board on the evaluation rubric, pending full review of the scoring results and confirmation at the May meeting. The motion was seconded. No further discussion. Voice vote taken. Motion passed.
  
- **FY 26-27 Budget Review and Discussion:** Director Wright presented a draft of the FY 26-27 budget, which has already been shared with the Finance Committee. He has not budgeted for major master planning projects in the next fiscal year as major work is unlikely to begin in that time frame. Director Wright noted that we need to have a public hearing of the budget before the Board votes on it, so this will take place at the start of the May meeting.
  
- **Master Planning Project:** Director Wright covered the main updates on this project in his Director's Report. Several board members will attend the community engagement session on May 12.

#### **Advocacy:**

- Nothing new to report this month.

#### **New Business:**

- **Policy Revision O-1 Code of Conduct/Patron Behavior Policy Second Reading:** Prior to the meeting, Director Wright shared the draft proposal with staff for feedback. He shared this feedback with the Board. A modification was made to clarify "30 days" as the time for lost and found.
  - **Motion:** Trustee Gilbey moved to approve the revisions to Policy O-1: Code of Conduct/Patron Behavior Policy as presented and modified. The motion was seconded. No discussion. Voice vote taken. Motion passed.

- **New Policy Violations and Appeal Second Reading:** President Williams proposed a modification to remove gendered pronouns from the policy, consistent with other library policies. Trustee Hart suggested adding language to Section V. to address a scenario where a child has privileges suspended, to allow a parent or guardian to attend the Director meeting with them. Director Wright will bring a revised version of the policy to the next meeting for additional Board review.
- **Newburg Meadows Reassessment:** Director Wright provided context from the written request for board action (see attached). It does not seem that this will be a recurring loss, but that it may be only the years 2023 and 2024 that must be repaid.
  - **Motion:** Trustee Hart moved to approve payment to the Lenawee County Treasurer in the amount of \$5,151.44. The motion was seconded. No discussion. Voice vote taken. Motion passed.
- **Consent Agenda:** Marketing and Programming. Gifts & Memorials. Trustees will write thank you cards to this month's donors.
- **Friends Report (see attached):** Table of Contents will be a brunch this year with space for additional non-themed tables. The date is set for October 17. Director Wright and Trustee Hart will attend the May Friends meeting to present on the roles of the Director and the Board. Book sales are booming, with a higher year-to-date profit than in previous years. Bloomfield Hills has donated a significant number of boxes of books, sorted by genre.
- **Good of the Order**
  - Table of Contents: President Williams will reach out to the board by email to gauge interest and availability in hosting a table again this year.
  - Board Goals: Last year goals and strategic planning got combined and the goals agreed upon were more focused on the library as a whole. President Williams circulated goals from 2024, which is the last year that the board set independent goals for themselves rather than for the library as a whole. Director Wright will include info in the weekly update related to library intelligence. The Board will review goals in preparation for a Fall retreat, where new goals will be set.
  - Library walk through: Typically, this would be held in the spring, but if we all attend, it could be considered a quorum. We could split into two groups. June could be a good time for a walk through.
  - Request from President Williams to monitor library email regularly as we move through processes like the Director Evaluations and setting up ad hoc committees.
  - Trustee Brennan shared news that Gov. Pritzker in Illinois banned book banning in the state.

**Public Comment:**

- No public comment.

**Adjournment:** The meeting was adjourned at 7:36PM.

**Next Meeting:** May 19, 2026 @5:30PM

Submitted by:

Dana Schumacher-Schmidt, TDL Board Secretary