

Approved Minutes
May 19, 2026
Time: 5:30PM-6:39PM
Tecumseh District Library

The May 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 Library Director Jordan Wright.

FY 26-27 Budget Hearing

- **Report on the Proposed Budget, FY 26-27:** Director Wright reviewed the written Fiscal Year 2026-2027 Budget Report. The amount budgeted for health insurance will need to be increased from what is in the document, based on information received since the proposed budget was created.
- **Public Comment on the FY 26-27 Proposed Budget:** No public comment on the proposed budget.
- **Approval of the Proposed FY 26-27 Budget and Mill Rate**
 - **Motion:** Trustee Hart moved to approve the Fiscal Year 2026-2027 budget as presented with the modification that the amount budgeted for health insurance be increased by \$2,000 and to set the millage rate to be levied at 1.3375 mills. The motion was seconded. No discussion. Roll call vote taken. All in favor. Motion passed.

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

Approval of Minutes from the April 21, 2026 Meeting: The minutes were approved as presented.

Reports:

- **Director's Report (see attached):** Director Wright shared his written report. The AED mentioned in the report was installed today.
- **Treasurer's Report (see attached):** Treasurer Knepper presented the monthly report.
 - **Motion:** Trustee Gibley moved to accept the Treasurer's Report as presented. The motion was seconded. No discussion. Voice vote taken. All in favor. Motion passed.
- **Executive Committee:** The Committee did not meet this month. The next meeting is scheduled for June 8.

- **Sunshine Committee Report:** No updates since the last meeting. President Williams would like to plan a summer event and will keep the group updated. Ideas are welcomed.
- **Ad Hoc Human Resources Committee Report:** The Committee did not meet this month. A next meeting is being planned for the Committee to review job descriptions.

Unfinished Business

- **Continuing Education:** Nothing new to report this month.
- **Capital Improvements Committee:** No updates beyond what was covered in the Director's Report.
- **Audit Selection:** The Library received four proposals in response to its request for audit services for FY 2026. At April's meeting, the Board voted to approve the firm that received the highest overall score based on the evaluation rubric, which they completed in the following weeks. Gabridge & Co. received the highest overall score. President Williams recommended that in future rounds of proposal review, the rubric is made public and circulated with the RFP. Trustees agreed on to adopt this practice.
 - **Motion:** Trustee Gilbey moved to select Gabridge & Co. to complete the FY 2026 audit in an amount not to exceed \$10,230. The motion was seconded. In discussion, Trustee Hart noted that we didn't pursue a three-year agreement with any firm, but this may be something we explore after a first trial year with a new firm. Roll call vote taken. All in favor. Motion passed.
- **Policy Revision: Violations and Appeals Policy** This is a revised version of the policy previously shared for review at the March and April meetings. Vice-President Wimple asked if there is a high rate of incidents with patrons. Director Wright said there is not.
 - **Motion:** Secretary Schumacher-Schmidt moved to approve the Library Violations and Appeal Policy as presented, with a minor correction to pronouns. The motion was seconded. No discussion. Voice vote taken. All in favor. Motion passed.
- **Bylaws Review:** Director Wright will create a fresh draft based on the feedback from the attorneys, flagging the items that need further discussion and a decision from Trustees. The Bylaws Review Committee will meet to review this draft and prepare a document for the full Board to review in June or July.
- **Master Planning Project:** No further updates beyond what is covered in the Director's Report. Discussion of the turnout and activities used during the community session held on May 12.

Advocacy:

- Nothing new to report this month.

New Business:

- **FY 2027 Planned Library Closures:** Director Wright provided a list of proposed library closures for the coming year for discussion. Discussion primarily focused on two dates in particular, July 3 and December 26, on which the library was not closed in FY 2026. The July 3 closure is proposed for the observed holiday since July 4 falls on a Saturday this year. Trustee Brennan asked if the Library considers patron attendance in closure decisions. Director Wright said he does not currently collect daily patron numbers, but anecdotally, traffic tends to be low on the day after holidays. Treasurer Knepper asked if the Board would consider closing the Library early the day before Thanksgiving. Trustee Hart noted that the Library serves the public and they may expect it to be open on these days. Director Wright suggested that Trustees take into consideration whatever precedent might be set when adding days to the closure list. Treasurer Knepper suggested that the Board could revisit the list year by year depending on when the holiday falls.
 - **Motion:** Secretary Schumacher-Schmidt moved to approve the list of planned library closures for FY 26-27 with the provision that these dates will be reviewed annually and adjusted as needed. Treasurer Knepper suggested an amendment to the motion.
 - **Amended motion:** Treasurer Knepper moved to approve the list of planned closures and the addition of closing early at 6PM on the day before Thanksgiving, with the provision that these dates will be reviewed annually and adjusted as needed for future years. The motion was seconded. No further discussion. Voice vote taken. Six Trustees in favor; one opposed. Motion passed.
- **Director Evaluation:** President Williams reminded Trustees to complete the Director Evaluation form by May 22. The Executive Committee will meet on June 8 to review responses and share a summary with Director Wright.
- **Consent Agenda:** Marketing and Programming. Gifts & Memorials. Trustee Brennan expressed appreciation for the staff's plan to streamline Summer Reading prizes. President Williams will write a thank you card for this month's donor.
- **Friends Report (see attached):** No oral report given this month.
- **Good of the Order:**
 - President Williams shared that any Trustee planning to run for re-election this year has to file with the Lenawee County Clerk's office by August 11.
 - President Williams noted that the Board's annual library walk-through is on the agenda for after the June meeting.
 - Trustee Hart suggested that the Board take time at the next meeting to schedule the annual retreat. She also observed that the financial statements from Masters Accounting were just added to the meeting packet this afternoon and that it is valuable to have them before the meetings.

- President Williams reminded Trustees to reply to her email assessing interest in participating in the Table of Contents event this year.

Public Comment:

- No public comment.

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

Next Meeting: June 16, 2026 @5:30PM

Submitted by:

Dana Schumacher-Schmidt, TDL Board Secretary