

Approved Minutes
June 17, 2025
Time: 5:31- 6:51 PM
Tecumseh District Library

The June meeting of the Tecumseh District Library Board was called to order at 5:31 PM by Vice-President Lisa Hart.

Reading of the mission and vision statements.

Roll call was taken. The Trustees present were Debbie Gilbey, Lisa Hart, Stacey Knepper, Dana Schumacher-Schmidt, Taylor Williams, and Sharon Wimple. Not present was Carma Roesch. Also present was Library Director Jordan Wright.

Public Comment: No public comments.

Approval of Minutes from the May 20, 2025 Meeting: Minutes were approved as presented.

Reports:

- **Director's Report (see attached):** Jordan delivered his written report. At the time of the meeting, we are closer to 400 sign-ups for Summer Reading. Jordan will bring the final logo choice to the July board meeting for trustees to review.
- **Treasurer's Report (see attached):** Treasurer Debbie Gilbey presented the monthly report.
 - **Motion:** Taylor Williams moved to approve the June Treasurer's Report as presented. The motion was seconded. Voice vote taken. Motion passed.
- Additionally, Debbie shared brief updates from the Finance Committee meeting on 6/16/25. This includes proposed changes to accounts at WesBanco, which are detailed in writing in the meeting packet document Proposed Bank Account Changes July 2025 (see attached). These proposals are based on recommendations from a WesBanco representative and Masters Accounting.
 - **Motion:** Debbie Gilbey moved to approve the proposed account changes at WesBanco. The motion was seconded. Discussion of motion. Voice vote taken. Motion passed.
- **Sunshine Committee Report:** Taylor is planning an ice cream and popsicle bar for the staff in the week of July 7.
- **Ad Hoc Human Resources Committee Report:** The committee has not met since the last board meeting. Jordan has proposed options for the next meeting date for this committee.

Unfinished Business

- **Continuing Education:**
 - Nothing new this month.
- **Capital Improvements Committee:**

- Jordan reviewed the policy F-07 that defines what counts as a capital project.
- Jordan and Taylor met to revise the proposed capital improvements project plan to suggest priorities (immediate and long-term) and group projects by assigned, committed, and proposed. Discussion of the rationale for security cameras. Jordan recommends assigning money for proposed projects that the Board wants to move forward on. Discussion of the amount to assign. Lisa asks that the completed recent technology upgrades and replacement of 4 furnaces/AC units be added to the list of completed projects.
- **Motion:** Taylor Williams moved to assign an additional \$2,000,000 dollars to planned capital improvement projects, effective July 1, 2025. The motion was seconded. Discussion of the motion. Roll call vote taken. All in favor. Motion passed.
- **Policy O-02 Unattended Child Policy - First Reading (see attached):**
 - Jordan circulated a draft prepared with input from Ann Seurnyck. The proposed policy has been expanded to include both children and vulnerable adults. Jordan will gather further feedback on proposed ages from TPS Superintendent Matt Hilton before bringing the draft for second reading to the July meeting.
- **New Policy: Historical Room:**
 - No updates this month.
- **Strategic Planning and Retreat:**
 - Kate Pohjola Andrade has provided a suggested timeline for conducting a survey and a survey template. Discussion of ways to distribute the survey through local media, library social media, and mailings.

Advocacy

- No updates this month.

New Business:

- **Final FY 24-25 Budget Amendments (see attached):**
 - Jordan circulated proposed final budget amendments in the packet prior to the meeting. Review and discussion of amendments.
 - **Motion:** Dana Schumacher-Schmidt moved to approve the final FY 2024-2025 budget amendments as presented. The motion was seconded. Roll call vote taken. All in favor. Motion passed.
- **Proposed Policy Revision F-01 Check Writing :**
 - Second reading of proposed revision to Policy F-01 Check Writing.
 - **Motion:** Debbie Gilbey moved to approve the proposed revisions to Policy F-01 Check Writing. The motion was seconded. Voice vote taken. Motion passed.
- **Proposed Account Changes at Wesbanco**
 - Addressed above under the Treasurer's Report.
- **Capital Projects List Discussion**
 - Addressed above under Unfinished Business.
- **RFP Review: Generator Installation**

- Discussion of the RFP will be tabled until next month's meeting. Trustees will review the document in more depth and be prepared to share feedback next month.
- **Consent Agenda:** Marketing, Programming
- **Gifts & Memorials:**
 - Trustees will write thank you notes to this month's donors.
- **Friends Report (see attached):**
 - Jeanne Knight provided updates from the TDL Friends.
- **Good of the Order:**
 - Lisa is serving as acting Board president for the time being while Carma temporarily steps back from the role.

Adjournment: The meeting was adjourned at 6:51 PM.

Next Meeting: July 15, 2025, @5:30PM

Submitted by:

Dana Schumacher-Schmidt, TDL Board Secretary