Approved Minutes
July 15, 2025
Time: 5:30PM-6:47PM
Tecumseh District Library

The July meeting of the Tecumseh District Library Board was called to order at 5:30 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 comment.

Approval of Minutes from the June 17, 2025 Meeting: Minutes were approved as presented.

Reports:

- **Director's Report (see attached):** In addition, Jordan shared that he is in conversation with our insurance representative regarding benefits for qualifying employees. He will keep the board updated as the conversation continues.
- **Treasurer's Report (see attached):** Treasurer Debbie Gilbey presented the monthly report.
    - **Motion:** Stacey Knepper moved to accept the July Treasurer's Report as presented. The motion was seconded. Voice vote taken. Motion passed.
- **Sunshine Committee Report:** On Wednesday, Taylor brought in ice cream and toppings for the staff to make sundaes. Next up will be a back-to-school breakfast for the staff around the 19th of August. Some trustees have volunteered to bake items and Taylor will send a follow-up email to coordinate further.
- **Ad Hoc Human Resources Committee Report:** The committee did not meet in July.

Unfinished Business

- **Continuing Education**
    - Dana recommends the Chapter & Verse Podcast from MLA. The most recent episode focuses on library renovations.
    - United for Libraries Virtual: Trustees - Friends - Foundations conference is being held July 29-31. Registration is free for Michigan residents and session recordings will be made available to registrants.
    - Taylor is starting a course about AI and can share relevant learning with the board.
- **Capital Improvements Committee**
    - The survey for Capital Improvements will be discussed under New Business.

- **Policy O-02 Children and Vulnerable Adults in the Library Policy - Second Reading (see attached)**
    - Jordan updated the draft from the last meeting in light of feedback from Superintendent Matt Hilton and to clarify guidelines for usage of the Local History Room. Once approved, an abbreviated version of the policy can be shared by newsletter. The Teen and Children's Librarians will hold an open house to introduce the policy to the public.
    - **Motion:** Debbie Gilbey moved to approve the proposed Policy O-02 Children and Vulnerable Adults in the Library as presented. The motion was seconded. Voice vote taken. Motion passed.
- **New Policy: Historical Room**
    - The need for this policy has been addressed in the updated Policy O-02 Children and Vulnerable Adults.
- **Strategic Planning and Retreat**
    - Jordan is working on a version of the Strategic Plan based on discussion held at the retreat.
- **Request For Proposal (RFP) Review: Generator Installation**
    - The board reviewed Financial Policy F-02 regarding purchasing. Per the policy, we are not required to solicit sealed bids. Jordan will put the RFP in the paper. Discussion of additional venues to share the RFP. Discussion of the budgeted amount named in the RFP.
    - **Motion**: Debbie Gilbey moved to authorize the issuance of a Request for Proposals (RFP) for a natural gas back-up generator. The motion was seconded. Voice vote taken. Motion passed.

Advocacy

- No updates this month.

New Business:

- **New Patron Survey Review**
    - Trustees provided feedback on the draft survey Jordan shared. Jordan's goal is to have it available to the public by the end of the month with a hope to host focus groups in early fall. The survey will be hosted on SurveyMonkey.
- **New Library Logo Review**
    - Jordan shared the logo that TDL staff have selected. It will start to go into immediate usage once the final versions and brand guidelines are available from the design firm.
- **Request for Purchase: Microfilm Reader for Local History Room**
    - Jordan shared more information about each quote (see attached) and the demonstrations he received from two of the bidding companies. Discussion of the value of the library having a microfilm reader.
    - **Motion:** Taylor Williams moved to authorize the purchase of a new microfilm reader from Smith Imaging and Micrographic Solutions at a cost of $6,965. The motion was seconded. Voice vote taken. Motion passed.
- **Annual Approval of Consent Agenda Items**

- **Motion:** Debbie Gilbey moved to accept the Consent Agenda items to include Marketing, Programming, Technology Committee reports, and Gift and Memorials for 2025-2026. The motion was seconded. Voice vote taken. Motion passed.

- **Consent Agenda:** Marketing, Programming
- **Gifts & Memorials:**
  - Trustees will write thank you notes to this month's donors.
- **Friends Report (see attached):**
  - Ginger Poczatek provided updates from the TDL Friends. The Books and Bakes fundraiser is coming up in September. Table of Contents sign ups are coming along well.
- **Good of the Order:**
  - Dana is currently the point person for the board's table at Table of Contents and will follow-up with the event organizers to secure a table. At some point, she'll pass responsibilities to another board member, since she is not able to attend the event.

Adjournment: The meeting was adjourned at 6:47 PM.

Next Meeting: August 19, 2025, @5:30PM

Submitted by:
Dana Schumacher-Schmidt, TDL Board Secretary