Approved Minutes
July 21, 2026
Time: 5:30PM-7:13PM
Tecumseh District Library

The July 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, and Taylor Williams. Not present was Sharon Wimple. Also present was Library Director Jordan Wright.

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

Approval of Minutes from the June 16, 2026 Meeting: The minutes were approved as presented.

Reports:

- **Director's Report (see attached):** Director Wright shared his written report.

- **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. All in favor. Motion passed.

- **Executive Committee:** The committee has not met since the last board meeting.

- **Sunshine Committee Report:** Summer has flown by. President Williams is looking ahead to a back-to-school event for August, perhaps the week of August 18. Director Wright confirmed that the first day of school would be a meaningful day for an event. Trustees will coordinate contributions via email.

Unfinished Business

- **Continuing Education:** President Williams and Secretary Schumacher-Schmidt signed up for the recent Library of Michigan Trustee Trainings 101 and 102 and will share information at next month's meeting.

- **Capital Improvements Committee:** Updates discussed under the Master Planning Project agenda item below.

- **Bylaws Review:** An edited, cleaned-up version of draft bylaws is included in the meeting packet. This version incorporates feedback previously provided by Trustees and by the library's legal team. The version shared at today's meeting constitutes a first reading of the proposed document. Trustees should share any further feedback with Director Wright in preparation for a second reading at next month's meeting.

- **Master Planning Project:** Director Wright and Trustee Brennan have met twice with the architects to review proposed plans as they are being developed. Trustee Wimple was able to join the last meeting as well. Director Wright hopes for two more of these team review sessions before the final plans will be delivered. While Director Wright has been sharing plans presented in these sessions with the full board, Trustees requested an opportunity to meet with the architects to hear their explanation behind the various plan options, ask questions, and clarify goals for the master plan. Director Wright will clarify details of the last 6 to 8 weeks of the master planning project with Kyle from krM and then a special meeting could be scheduled for this purpose if needed. Trustee Brennan noted that the proposed plans thus far demonstrate attention to feedback provided in the community survey and focus group session earlier in the summer. Trustee Hart observed that the history room has been included in different versions of a proposed building plan and raised the unique needs of that part of the library's collection. Trustees and Director Wright discussed the possibility of hiring a graduate intern with archival expertise to assess the collection, digitize some items, and support the creation of parameters for the purpose of the collection.

Annual Board Retreat:
- The retreat is scheduled for November 14 and will combine some focus on strategic planning and some focus on the process of recruiting and onboarding new trustees. Between now and then, Trustees will formalize the agenda and decide how to collaborate on facilitating each part.

Advocacy:
- Nothing new to report this month.

New Business:

- **Custodial Services RFP:** Director Wright recommended that the Board authorize the release of the attached Request for Proposals (RFP) for cleaning services. The intent is to solicit competitive proposals and bring a recommendation for the Board's consideration at the September meeting. A rubric will be developed based on the evaluation criteria outlined in the RFP. The current cost is about $23,000 annually. The increase will likely be significant enough to require a budget amendment.
    - **Motion:** Secretary Schumacher-Schmidt moved to authorize the release of the Request for Proposals (RFP) for cleaning services. The motion was seconded. Voice vote taken. All in favor. Motion passed.

- **Policy Update: P–20 Leave of Absence First Reading**: An employee has recently requested a leave of absence to pursue an educational opportunity, which creates an occasion to review the library's current leave of absence policy in full. One proposed change is for leave of absence requests to go through the director rather than requiring the board to review individual leave requests. Director Wright would like the proposed policy to be reviewed by the attorney as well. Trustees shared positive feedback on the proposed revisions. Additional feedback can be shared directly with Director Wright prior to a second review at the August meeting.

- **Circulation Policy Updates:** Several circulation policies have been reviewed and require minor updates to reflect current library procedures and practices. Trustees reviewed the proposed updates.
    - **Motion:** Trustee Gilbey moved to approve the proposed revisions to Policies C-02, C-03, and C-04, and to rescind Policy M-08. The motion was seconded. No further discussion. Voice vote taken. All in favor. Motion passed.

- **Consent Agenda:** Programming. Gifts & Memorials. Trustee Hart will write thank you cards for this month's donors.

- **Friends Report (see attached)**: President Ginger Poczatek will be interviewed by the Tecumseh Herald for an article on the TDL Friends. Table of Contents planning is moving along well. There is a lot of interest in participating without a theme. There has been a great response for donations of raffle items. Director Wright shared that winners have been selected for the bookmark contest that ran in the month of May and bookmarks are currently being printed.

- **Good of the Order:**
    - Trustee Hart proposed that trustees put together a book basket to donate to the Friends for the Table of Contents raffle. This can be coordinated via email.
    - Trustee Hart also reminded Trustees that the President can be a resource to discuss items individually between meetings and can reach out to us whenever she would like our feedback on anything as well.
    - Trustee Brennan asked about the possibility of the library doing away with fines for overdue materials. Director Wright is considering it as part of the transition to the new ILS. He has directed staff to lean towards leniency with fines whenever possible. Trustees expressed general support for the idea of eliminating fines.

Public Comment:

- No public comment.

Adjournment: The meeting was adjourned at 7:13PM.
Next Meeting: August 18, 2026 @5:30PM

Submitted by:
Dana Schumacher-Schmidt, TDL Board Secretary