

Approved Minutes  
August 18, 2026  
Time: 5:30PM-6:54PM  
Tecumseh District Library

The August 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, Lisa Hart, Stacey Knepper, Dana Schumacher-Schmidt, and Taylor Williams. Debbie Gilbey joined at 5:35PM. 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 July 21, 2026 Meeting:** The minutes were approved as presented.

#### **Reports:**

- **Director's Report (see attached):** Director Wright shared his written report. He added that he has been invited to participate in a fully-funded fundraising management certificate program through the Herrick Foundation. Following discussion of the master planning updates in the report, Director Wright will reach out to krM to reschedule a meeting for early September so that the most number of Trustees will be able to attend.
- **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:** President Williams reported on the breakfast provided for staff on Monday, August 17, for the first day of school. Trustee Hart and Treasurer Knepper contributed breakfast items. The next event will be for Halloween.

#### **Unfinished Business**

- **Continuing Education:** President Williams shared information from the Library of Michigan Trustee 102 training. PowerPoint slides from the training will be added to the shared drive for all trustees to review. Trustees Brennan and Hart reported on highlights from visits to local libraries within the past month, including in Ypsilanti, Brooklyn, Chelsea, and Saline.

- **Capital Improvements Committee:** Nothing new to report aside from what was discussed under the Director's Report in relation to master planning. Trustee Hart asked if there were any items that should be on the board's horizon not related to the master planning process. The main one is replacing the furnaces, which has been included in this year's budget.
- **Bylaws Review:** Trustees completed a second reading of proposed revisions to the bylaws.
  - **Motion:** Trustee Hart moved to approve the proposed revisions to the Tecumseh District Library Bylaws, effective immediately on August 18, 2026. The motion was seconded. No further discussion. Voice vote taken. All in favor. Motion passed.
- **Master Planning Project:** President Williams expressed appreciation for regular updates on how plans are progressing, in particular for the 3-D renderings included in the most recent round of updates. Director Wright reiterated how effectively krM has developed their plan around input from the community.
- **Annual Board Retreat:** Director Wright has communicated to Kate Pohjola-Andrade that we would like to start the strategic planning process at the retreat, to be held on November 14. The retreat will be held as an Open Meeting.
- **Custodial Services RFP:** Materials were due last Friday but were only uploaded to the board packet today. Five bids were received. Director Wright would like to call references this week and share that information with trustees, allowing us time to review the bids and fill out the rubric before our next meeting in September.
- **Policy Update: P-20 Leave of Absence Second Reading:** Director Wright is waiting on feedback from the library's attorney. This item will be added to the agenda for the September meeting.

#### **Advocacy:**

- Nothing new to report this month.

#### **New Business:**

- **Policy Update: O-05 Health Emergencies:** These are proposed updates to an existing policy to reflect things the library is already doing. Staff have been trained to administer naloxone and use the AED.
  - **Motion:** Secretary Schumacher-Schmidt moved to approve the proposed additions to Policy O-05. The motion was seconded. Treasurer Knepper noted that the pads that come with the AED unit expire and so library staff should keep track of that expiration date. Voice vote taken. All in favor. Motion passed.

- **Policy Update: M-02 Selection Criteria:** This summer ALA put out their first guidance on AI in libraries. Their document provides extensive recommendations, but one thing Director Wright thought was immediately relevant was to add to our selection criteria policy to address the acquisition of AI-generated material. Director Wright will engage with staff in more in-depth conversation about the use of AI for library work and the ALA guidance. At Trustee Hart's request, trustees agreed to hold a second reading of the policy before voting on it next month.
- **Consent Agenda:** Programming. Gifts & Memorials. Trustees expressed enthusiasm for upcoming events noted in the Programming Committee minutes and appreciation for the work Dawn has been doing with adult programming. Trustees Gilbey and Hart will write thank you notes for the Friends.
- **Friends Report:** Friends President Ginger Poczatek provided an update. The Friends were thrilled to be able to donate to the Storywalk. Their treasury is in great shape. Book sales have been going extremely well this year and book donations continue to be welcome. Three Dudes have been hired for the Table of Contents brunch.
- **Good of the Order:** Trustee Brennan noted some lifelong learning programs coming up in Adrian and encouraged Trustees to check out offerings, including a program on Frida Kahlo and Diego Rivera with a field trip to the DIA. Trustee Hart suggested the full board could sign a thank you card for the Friends to express our support for all they do. She also proposed baking something for the September Friends meeting to thank them and will be happy to coordinate with other trustees. Trustee Hart reminded the group about putting together a basket of our favorite books for the Table of Contents event and asked trustees to bring a book to the September meeting.

**Public Comment:**

- No public comment.

**Adjournment:** The meeting was adjourned at 6:54 PM.

**Next Meeting:** September 15, 2026 @5:30PM

Submitted by:

Dana Schumacher-Schmidt, TDL Board Secretary