

Approved Minutes
September 15, 2026
Time: 5:30PM-7:16PM
Tecumseh District Library

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

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

Approval of Minutes from the August 18, 2026 Meeting: The minutes were approved as presented.

Reports:

- **Director's Report (see attached):** Director Wright shared his written report. Reminder that all trustees have memberships to MLA. The membership doesn't include the cost of the conference, but if any trustee would like to attend, they should let him know.
- **Treasurer's Report (see attached):** Treasurer Knepper presented the monthly report.
 - **Motion:** Trustee Hart 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:** No updates. President Williams welcomes ideas for treats for the staff in October, around Halloween. The Sunshine Fund balance is currently at \$54.

Unfinished Business

- **Continuing Education:** Nothing new to report.
- **Capital Improvements Committee - Master Planning Project Feedback Session:** Kevin Montgomery and Kyle Keaffaber of krM Architecture and Jake Wright of Krieghoff-Lenawee gave a detailed presentation on the ongoing master planning project. They reviewed the phases of the process that have been completed up until this point and where things are in the context of the initial overall master planning project schedule as well in the context of the longer overall process the library would be undertaking once

master planning is complete. They provided a detailed explanation of each of the three options currently being developed for the board's review, focusing on how each option captures key recommendations that emerged from community and staff feedback sessions. Representatives from krM and Krieghoff-Lenawee will attend the October meeting with cost estimates for each option.

- **Custodial Services RFP:** Prior to the meeting five of seven trustees evaluated four custodial service proposals based on cost, experience, references, proposed service plan, and overall value. Director Wright reported that Essential Green Cleaning received the highest overall evaluation, with strong scores in every category. The new contract will increase annual custodial expenses by approximately \$12,000, which can be accommodated through a budget amendment in January. The new contract will be month to month and could start October 1. The library can terminate its contract with the current custodial services provider effective immediately. Trustees commented on the strengths of Essential Green Cleaning's proposal and the effectiveness of the evaluation process.
 - **Motion:** Trustee Hart moved to select Essential Green Cleaning to provide custodial services for the Library per their proposal received. The motion was seconded. No further discussion. Voice vote taken. All in favor. Motion passed.
- **Policy Update: P-20 Leave of Absence Second Reading:** As discussed in July when the proposed revisions were introduced, the updated policy gives the director more authority to approve leaves of absence. The library's attorney has reviewed the proposed policy and did not see any issues.
 - **Motion:** Secretary Schumacher-Schmidt moved to approve the proposed revisions to the Leave of Absence policy. The motion was seconded. No further discussion. Voice vote taken. All in favor. Motion passed.
- **Policy Update: M-02 Selection Criteria Second Reading:** Director Wright reintroduced the proposed policy update as a single addition to the library's current policy saying that we will not prioritize materials that are not human-created.
 - **Motion:** Trustee Brennan moved to approve the proposed revision to the Selection Criteria policy. The motion was seconded. No further discussion. Voice vote taken. All in favor. Motion passed.
- **Annual Board Retreat:** No major updates from last month. The plan is to split the day between initial brainstorming for strategic planning and the board's self-evaluation.

Advocacy:

- Nothing new to report this month.

New Business:

- **Policy Update: P-19 Personal Time Off:** This is a policy that the HR Committee worked to change this summer. Director Wright noted an oversight in the new policy, which the proposed revision would correct. Adding “full-time and part-time” to the first section of the policy clarifies that substitute employees do not receive personal time off.
 - **Motion:** Trustee Hart moved to approve the proposed minor addition to Policy P-19. The motion was seconded. Voice vote taken. No further discussion. All in favor. Motion passed.
- **Consent Agenda:** Marketing, Programming.
- **Friends Report:** Jeanne Knight and Ginger Poczatek provided an update from the Friends. The last book sale brought in almost \$900. All are invited to attend Table of Contents on October 17, for a cost of \$35 per person.
- **Good of the Order:** Picking up from the Friends report, President Williams shared the registration form for Table of Contents. She and two other Trustees will attend. President Williams and Trustee Hart are assembling items for the board’s basket for the Table of Contents raffle. Trustee Hart will put together the favorite books each board member contributed. Director Williams is compiling everyone’s favorite reading snack or beverage to add to the basket. Vice-President Wimple expressed appreciation for the detailed minutes of meetings she had to miss recently.

Public Comment:

- No public comment.

Adjournment: The meeting was adjourned at 7:16 PM.

Next Meeting: October 20, 2026 @5:30PM

Submitted by:

Dana Schumacher-Schmidt, TDL Board Secretary