



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, January 16, 2020 at 4:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. Call to Order

The meeting was called to order by Secretary Jones at 4:15pm. Present were: Jones (Secretary); Odgers, Mathewson, and Sullivan (Trustees). Vice President Vickery arrived at 4:28pm. Also present were: Howard (Director); Radjenovich (Business Manager); and Carpenter (Staff).

2. Pledge of Allegiance

All members in attendance stood and recited the Pledge of Allegiance to the Flag of the United States of America.

3. Welcome of new Trustees and Oath of Office

Secretary Jones welcomed Jeffrey Wescott, new trustee as appointed by the Grand Traverse County Commissioners for a term ending December 31, 2023. He also recognized Carol Sullivan's re-appointment to the TADL Board of Trustees through December 31, 2023. Jones performed the Oath of Office for Wescott and Sullivan, with both responding affirmatively.

4. Approval of Agenda

It was MOVED by Mathewson, SUPPORTED by Odgers, to approve the agenda as presented. Motion CARRIED.

5. Public Comment

Secretary Jones opened the floor for public comment. There was none.

6. Approval of Minutes

a. *Regular Meeting of December 19, 2019*

Jones noted a date correction within the motion of item 12, in which the meeting of January 1 should be January 16. It was MOVED by Odgers SUPPORTED Sullivan to approve the regular meeting minutes of December 19, 2019 with the aforementioned amendment. CARRIED.

7. Annual Meeting

a. *Election of Officers*

Secretary Jones noted that the nominating committee consisting of President Gersch and Vice President Vickery proposed the following Slate of Officers for 2020:

President - Jones
Vice President – Odgers
Secretary – Mathewson
Treasurer – Sullivan.

With all in acceptance of their proposed position, it was MOVED by Sullivan, SUPPORTED by Mathewson, to approve the 2020 Slate of Officers as presented. Motion CARRIED. Secretary Jones continued the remainder of the meeting as President.

b. *Committee Appointments*

President Jones indicated that a change was suggested to combine the Policy and Personnel Committees into one committee and the Finance and Facilities and Services Committee into

another. The trustees discussed who would serve on these committees and it was MOVED by Jones, SUPPORTED by Sullivan to make the following committee assignments:

- Policy and Personnel: Mathewson (Chair), Vickery, and Wescott
- Finance and Facilities and Services: Sullivan (Chair), Odgers, and the final assignment being filled by the trustee yet to be selected by the City.

Motion CARRIED.

c. *Approval of Board Meeting Schedule February 2020 – January 2021*

It was MOVED by Mathewson, SUPPORTED by Odgers to approve the board meeting schedule of February 2020 through January 2021 as presented. Motion CARRIED.

d. *Approval of TADL Main Library and Branch Operational Hours and 2020 Closure Dates*

It was MOVED by Sullivan, SUPPORTED by Odgers, to approve the 2020 TADL main library and branch operational hours and closure dates as presented. Motion CARRIED.

e. *Approval of TADL Main Library and Branch Operational Hours and 2021 Closure Dates*

It was MOVED by Odgers, SUPPORTED by Sullivan, to approve the 2021 TADL main library and branch operational hours and closure dates as presented. Motion CARRIED.

f. *Annual Conflict of Interest / Annual Ethics Statement*

President Jones highlighted the conflict of interest form that each trustee must sign annually per policy. For the benefit of the newer trustees, both Jones and Vickery highlighted the ethics statement that had been approved by the board in 2019 and emphasized that by accepting the oath of office and that by signing the conflict of interest it would indicate that the individual trustees would also hold themselves accountable to the principles in the board ethics statement as well.

8. **Reports and Communications**

g. *Director Report*

Howard confirmed her written report and added the following:

- Howard read a suggestion from a patron regarding not allowing people to politic at the front entrance.
- Howard and Assistant Director for Technology, Scott Morey, met with TCAPS personnel again and hope to have an agreement ready to bring to the TADL board for approval in February and to the TCAPS board in March. The agreement would provide every TCAPS student a library card in the TADL system.
- The Northwestern Michigan College Library is moving and has offered TADL their microfilm collection.
- TADL has launched a new local history page on the TADL website. Howard thanked Morey and the tech team, as well as Special Collections Librarian and Kingsley Branch Manager, Amy Barritt for their extensive work on and accomplishment of the project.
- Poet's Night Out poetry must be submitted by January 25th. The annual Poets Night Out event is held the last Sunday in March, just before National Poetry month.

Howard inquired whether the board would like the TADL staff to continue monthly departmental reporting or if they would prefer quarterly reports. With strategic planning on the horizon, the reports are beneficial but the board recognized the time it takes to do them. Howard will ask for staff input before a decision is made.

- *Financial Report*

Radjenovich is in the process of closing out the year and will provide year-end 2019 reports as well as revenue and expense reports for January 2020 at the next board meeting.

h. *Member Library Reports*

- Vicki Shurly, Director of Peninsula Community Library (PCL), reported that the new library has received a wide range of community room use applications and that the PCL Board recently adopted a new facility use policy, with library programming taking top priority. Shurly expects that PCL's new website will be up and running by the end of February. An annual appeal letter was distributed at the end of 2019 which generated over \$40K. Shurly thanked TADL's tech team for their support and expertise, making PCL feel that patrons receive the benefit of big city service in a small library and she also noted that the annual audit is complete.

Written reports from Renee Kelchak, Director of Interlochen Public Library (IPL) and Julie Kintner, Director of Fife Lake Public Library (FLPL) were included in the board packet.

i. *Committee Reports*

President Jones noted that none of the committees had met since the December 2019 meeting.

j. *Other Reports and Communications*

- Friends' Report – Doug Weaver, TADL Friends Board President
A written report was include in the board packet.

9. **Old Business**

a. *MERS 45Plan*

Howard noted that the MERS 457 Plan was available to any governmental agency and, if approved by the board, any staff member can participate in the plan even if they are not eligible for the MERS retirement benefit plan under the union contract. There is no cost for TADL. It was MOVED by Jones, SUPORTED by Odgers and Sullivan, to adopt the MERS Uniform 457 Supplemental Retirement Program Resolution as drafted by MERS to provide a 457 Plan option to employees of the Traverse Area District Library and that Michele Howard and Deb Radjenovich be authorized to administer the plan. Motion CARRIED.

b. *Director 90-Day Review*

President Jones noted that each trustee would receive a Director Evaluation form which had been used in the past and supports using the same evaluation form moving forward. He requested that all evaluations be filled out and returned the Personnel Committee Chair to compile and discuss the results by the February meeting.

c. *MCLS Strategic Planning Agreement for Services*

Howard indicated that the agreement presented was for informational purposes only and that the strategic planning process will be underway starting in June. President Jones felt that including member libraries on the planning committee would provide TADL with beneficial insight during the process. Vickery agreed.

10. **New Business**

a. *Resolution to Approve Member Library Payments for 2020*

It was MOVED by Vickery, SUPPORTED by Odgers to authorize Director Howard to make member library payments in full as determined by the member library contracts, as follows: Fife Lake Pubic Library, \$159,658; Interlochen Public Library, \$194,115; and Peninsula Community Library, \$196,415. A roll call vote was taken with the following results:

Sullivan – aye	Mathewson – aye	Odgers – aye
Wescott – aye	Jones – aye	Vickery – aye

Motion CARRIED with 6 aye.

b. *Resolution to Approve in Advance Health Insurance an MERS invoices for 2020*

It was MOVED by Jones, SUPPORTED by Vickery to approve payment for all Priority Health Insurance and Municipal Employment Retirement System invoices for 2020 that exceed \$25K. A roll call vote was taken with the following results:

Sullivan – aye	Mathewson – aye	Odgers – aye
Wescott – aye	Jones – aye	Vickery – aye

Motion CARRIED with 6 aye.

11. **Public Comment**

President Jones opened the floor for public comment. The following people addressed the board: Vicki Shurly, PCL Director and on behalf of all the member libraries, thanked the board for their support noting the uniqueness of the district library system and how it adds to the richness of TADL for which they are proud to be a part of.

Following Shurly's comment, President Jones expressed interest in getting an early start on renewing member library agreements which expire in 2021.

12. **Adjournment**

With a motion by Odgers, supported by Vickery, President Jones adjourned the meeting at 5:06pm.

Respectfully submitted,

Approved by board vote on February 20, 2020



V. Carpenter, Recording Secretary



S. Mathewson, Board Secretary