



TRAVERSE AREA DISTRICT

LIBRARY

Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, February 20, 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 President Jones at 4:00pm. Present were: Jones (President), Odgers (Vice President), Mathewson (Secretary), Sullivan (Treasurer), Wescott and Vickery (Trustees). Also present were: Zeits (Counsel – arrived at 4:34pm), 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**

President Jones welcomed Marylee Pakieser, new trustee as appointed by the City of Traverse City, for a term ending December 31, 2020. Secretary Mathewson performed the Oath of Office with Pakieser responding affirmatively.

4. **Approval of Agenda**

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

5. **Public Comment**

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

6. **Approval of Minutes**

a. *Regular Meeting of December 19, 2019*

It was MOVED by Westcott SUPPORTED by Sullivan to approve the regular meeting minutes of January 16, 2020 as presented. Motion CARRIED.

7. **Reports and Communications**

a. *Director Report*

Howard confirmed her written report and added the following:

- Howard was pleased to report that visitors to the library increased by 2% in January, which is the first increase in quite a while.
- Several staff members were commended and thanked for their quick response and action assisting in administering life-saving chest compressions for a patron in a serious medical situation until the EMS arrived and took over.
- Howard will be attending the annual Public Library Association Conference at the end of the month and will be participating in the MLA Leadership Class of 2020 in March. She values the importance of education and believes these opportunities will be beneficial as strategic planning gets underway.
- Multiple staff members will be attending the Small and Rural Library Conference in April and paid for with grant money from Northland Library Cooperative.
- Howard spoke with a local group of women who were instrumental to the Citizens For Libraries who plan to compile and preserve the stories of the history of the library in our community in the form of a book.

(approved)

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President Jones noted appreciation for the inclusion of the monthly Administrative Reports in the board packet. A brief discussion ensued regarding some of the content from the reports and Jones gave recognition to staff members Hatch, on pioneering a board game collection at TADL, and to O'Shea for her skill in finding a rare MP3 file in Ukrainian to fulfill a patron request.

b. *Financial Reports*

Radjenovich provided a review of the 2019 year-end expense and revenue reports. She reported that overall TADL did a lot of great things throughout 2019 and stayed under budget. Revenues over expenses are approximately \$256K, with final figures available following the upcoming audit.

Radjenovich then provided brief commentary on the January 2020 financials noting that revenues are over \$505K to date, which is average for this point in the year. Sales were down over last year; however the 20th Anniversary Gala had taken place at this time last year making sales higher for 2019. Expenses are on par as well. Health and hospital expenses appear high because employee HSA payouts are made at the beginning of the year. Radjenovich also noted that the MERS unfunded pension liability payment is at a higher rate due to prior board approval to pay the higher amount.

Following a question about pending tax captures, Zeits confirmed that TADL has committed to filing a resolution to opt out of those that may be requested by the City.

Wescott inquired whether or not the library has had, or would consider, an endowment fund. Discussion followed with no commitment at this time.

c. *Member Library Reports*

- Julie Kintner, Director of Fife Lake Public Library (FLPL), reported that all seats on the FLPL board are up for election in 2020. Kintner expressed appreciation for the contractual money received as a member library and for all the support and sharing that allows the small library of Fife Lake to operate like a large Class 6 library. Kintner noted that the Census will be a very important for the community since many do not have internet access and will rely on the library for participation.

Written reports from Vicki Shurly, Director of Peninsula Community Library (PCL), and Renee Kelchak, Director of Interlochen Public Library (IPL) were included in the board packet.

d. *Committee Reports*

President Jones noted that the newly combined Finance and Facilities and Services Committee had not met.

- Policy and Personnel Committee –Mathewson reported that the committee had met and discussed and recommends all polices later on the agenda. She also noted that after receiving all the Director evaluations forms from the trustees they will be compiled and discussed prior to providing a performance review to Director Howard.

e. *Other Reports and Communications*

- Friends' Report – Doug Weaver, TADL Friends Board President
Weaver reported that the Friends have a multitude of events coming, including the annual media sale on March 13-14 with over 6000 items for sale and they are planning a Harry Potter fundraiser for adults with games, food music and more. The annual meeting is scheduled for April 15th and will be similar in format to the past year. There will be two vacancies on the Friends board at the end of May.

President Jones inquired whether the Friends had considered creating a Foundation. Weaver will take the idea back to the Friends board for discussion.

8. Old Business

a. *March 10, 2020 East Bay Branch Closure for Election Precinct Approval*

It was MOVED by Odgers, SUPPORTED by Wescott to amend the 2020/2021 Closure Dates Schedule to include March 10, 2020 East Bay Branch closure if it is needed for an election precinct. Motion CARRIED.

b. *Policy Revision – 3.1 Borrowing Privileges*

Howard noted that the revisions to the borrowing policy were housekeeping measures in the language and type of payment option available. It was MOVED by Sullivan, SUPPORTED by Mathewson to approve the amendments to policy 3.1 Borrowing Privileges as recommended by the Policy Committee. Motion CARRIED.

c. *Policy Revision – 3.21 Fines and Lending Periods*

Howard noted that the small changes to the fines and lending periods requested must be made by board approval as per policy, however can be a cumbersome and untimely process and that the policy committee is considering allowing these types of changes in the future to fall under the scope of operational decisions by the library Director. It was MOVED by Mathewson, SUPPORTED by Westcott to approve amendments to policy 3.21 Fines and Lending Periods as recommended by the Policy Committee. Motion CARRIED.

d. *Policy Revision – 3.3 Unlimited borrowing Privileges*

Howard noted that lending and presentation equipment has been excluded under the borrowing privileges with a limited card due to the potential hardship of loss and the difficulty in retrieving an item since most of the limited use borrowers are transient in nature. It was MOVED by Jones, SUPPORTED by Sullivan to approve the amendments to policy 3.3 Limited Borrowing Privileges as recommended by the Library Director. Motion CARRIED.

e. *Policy Revision – 4.1 Behavior Policy*

Howard noted that following an incident where a patron's items were stolen it was discovered that the policy did not allow the library to take any recourse regarding the offense and by adding the word 'on' to item 1 under Category A would resolve that limitation in the future. It was MOVED by Wescott, SUPPORTED by Odgers to approve the amendment to policy 4.1 Behavior Policy as recommended by the Library Director. Motion CARRIED.

f. *Policy Revision – 4.8 Computer and Internet Acceptable Use Policy*

Howard noted that the revision to the computer internet acceptable use policy was to allow those without some form of ID, as is required for full computer accessibility, to still have some form of computer access. It was MOVED by Mathewson, SUPPORTED by Sullivan to approve the amendment to policy 4.8 Computer and Internet Acceptable Use Policy as recommended by the Policy Committee. Motion CARRIED.

g. *MOU between TADL and TCAPS*

Howard provided a brief review of the agreement, noting that the agreement has been passed by one committee at TACPS already. Zeits also noted that the students would also initially have their current fines waived once they get a TADL library card. It was MOVED by Wescott, SUPPORTED by Mathewson that the Library Director execute a Memorandum of Understanding with Traverse City Area Public Schools (TCAPS) providing library cards to TCAPS students with such agreements subject to approval as to their substance by the Library Director and their form by the Library Attorney. Motion CARRIED.

9. **New Business**

a. *New Policy – 3.7 Wi-Fi Hotspot Lending Policy*

Howard noted that the new Wi-Fi policy presented for approval was drafted along with Zeits and was a combination of hotspot lending policies used by comparable libraries. Morey, Assistant Director for Technology, provided insight as to the details and process of reaching this point in the possibility of offering hotspots for TADL patrons and he noted that the hotspots will not be a solution for those without access to cellular services, as is the case for some areas in the Fife Lake community. It was MOVED by Wescott, SUPPORTED by Mathewson to approve the new policy 3.7 Wi-Fi Hotspot Lending as recommended by the policy Committee. Motion CARRIED.

b. *New Policy – 4.10 Opioid Antagonist Administration Policy and Procedures*

Howard noted as the opioid epidemic has increased, Michigan has passed a law that would hold the library staff immune from any criminal and civil liability for administering an opioid antagonist in the event of a perceived overdose. Narcan, and opioid training, was provided to the staff at the February staff in-service however staff can't be required to administer the antagonist. It was MOVED by Mathewson, SUPPORTED by Vickery to approve the new policy 4.10 Opioid Antagonist Administration Policy and Procedures as recommended by the Policy Committee. Motion CARRIED.

Pakieser, a Registered Nurse, emphasized that CPR is most important, no matter what the medical scenario, if a person is found not breathing, and suggested that all staff have some kind of CPR and first aid training.

c. *Resolution -2019 Revised Final Budget Amendment*

Howard noted that a new revised amendment resolution was given to the trustees at the start of the meeting, wherein a final budgetary adjustment and transfer of \$30K from Other Services and Charges to Supplies was requested. It was MOVED by Sullivan, SUPPORTED by Westcott to adopt the Revised 2019 Final Budget amendment as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 aye.

10. **Public Comment**

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

Jones suggested that a formal photo be taken of the entire board of trustees to use for communication purposes along with a TADL board membership news release. The trustees agreed to do that at the next board meeting.

11. **Adjournment**

With a motion by Odgers, supported by Wescott, President Jones adjourned the meeting at 5:31pm.

Respectfully submitted,

Approved by board vote on April 16, 2020



V. Carpenter, Recording Secretary



S. Mathewson, Board Secretary