



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, October 15, 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), Sullivan (Treasurer), Wescott and Vickery (Trustees). Pakieser (Trustee) was absent. Odgers (Vice President) was physically absent, attended the meeting via telephone audio, and did not participate as a Trustee. Also present were: Zeits (Counsel), Howard (Director), Radjenovich (Business Manager), Olson (Moderator), Morey and Carpenter (Staff).

2. Pledge of Allegiance

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

3. Approval of Agenda

It was MOVED by Sullivan, SUPPORTED by Vickery, to approve the agenda as presented. Howard requested an addition to the agenda under New Business, item e, bipolar ionization system. Sullivan then MOVED again, with SUPPORT from Vickery, to approve the agenda with the aforementioned amendment. Motion CARRIED.

4. Public Comment

President Jones opened the floor for public comment. He announced that Trustee Odgers, who was unable to attend the meeting in person, was listening via phone but not acting in the capacity of a full voting Trustee. Odgers addressed the board and encouraged passage of the remote participation policy later on the agenda. There was no other public comment.

5. Approval of Minutes

a. *Regular Meeting of September 17, 2020*

It was MOVED by Vickery, SUPPORTED by Westcott, to approve the regular meeting minutes of September 17, 2020 as presented. Motion CARRIED.

6. Reports and Communications

a. *Director Report*

Howard confirmed her written report and added the following:

- At the urging of the Policy and Personnel Committee to take care of the staff during this unprecedented pandemic, she described a mental health Care Kit, which was given to each staff member. Created by Carpenter and Howard, each Care Kit consisted of a small bag of fun and useful items to boost the well-being and moral of the staff along with a letter of thanks and support from Howard. Staff members were surprised and happy to receive them. Howard thanked the trustees for encouraging that gesture for the staff.
- Howard is waiting on the outcome of a Senate Bill allowing remote meetings of public bodies.
- Staff continues to encourage mask wearing and exercising patience, and notes that with the recent activity in the Michigan courts, more people are coming in not wearing a mask. Howard noted that there have been a few incidences of upset patrons either not wearing, or continually wearing a mask improperly, and staff is doing their best to diffuse escalation of the occurrences. One incident in particular was briefly discussed in which

Howard found it necessary to contact the authorities and seek the advice of Counsel. The board supported Howard's action on the matter.

President Jones noted that Administrative Reports were included in the board packet highlighting a great month of effort and activity.

b. *Financial Reports*

Radjenovich provided a detailed written review of the financial reports in the board packet and highlighted the following:

- Expenses – Personnel costs have gone down due to a couple retirements around the start of the COVID shutdown whose positions were not replaced right away. Also a few staff members did not return after the shutdown combined with reduced service hours added to the reduction in personnel costs. A significant portion of the general supplies budget is getting used up for required PPE supplies. The materials budget is expected to be used in full, while the professional contracts budget will not be depleted since the strategic plan scheduled for the Spring was put on hold due to the pandemic. Educational opportunities and conferences have all gone virtual for most of the year which do not necessitate travel fees.
- Revenues – Revenues are staying stagnant at this point in time. \$12K is due next month for invoiced Tech service agreement fees. Minimal amounts are coming in for materials replacement fees. Sales will likely increase through year end for items purchase through TADL's new online store. Marketing and Communications Manager, Heather Brady, has developed some unique library support holiday gift baskets featuring local items that will be available in the online store soon.

Radjenovich estimates that overall TADL has fallen short about \$95K on the revenue side, but because of staff efforts to conserve has resulted in making up a significant portion of the difference on the expense side. She expects there will be money that can be moved to the Public Improvement Fund at year end.

c. *Member Library Reports*

A written report from Vicki Shurly, Director of Peninsula Community Library (PCL) was included in the board packet. No written or verbal reports were provided this month by Julie Kintner, Director of Fife Lake Public Library (FLPL), and Renee Kelchak, Director of Interlochen Public Library.

d. *Committee Reports*

- Finance and Facilities and Services Committee – The September report was given at the last board meeting.
- Policy and Personnel Committee – Vickery reported that the committee had met and revisited items they had been continuing to look at and deferred further discussion as many of the items appear later on the agenda.

e. *Other Reports and Communications*

- Friends' Report – Doug Weaver, TADL Friends Board President
Howard reported in the absence of Weaver that the Friends were having a holiday bag book sale on December 5th. Online orders for bags of books, CDs, and DVDs can be made ahead of time and then picked up curbside at the Woodmere library location. The Friends have temporarily stopped accepting book donations since they have no more room to house them at this time. To celebrate their 23rd anniversary, the Friends are holding a 23 mile move-a-thon event in October and so far have raised over \$1000. Fundraisers, book groups and budgeting are next on the agenda.

7. **Old Business**

a. *Policy Revision – 4.1 Behavior Policy*

Vickery noted that it was important to the staff to have a policy to back-up their effort to encourage patrons to be respectful of the public health response that the library is making. A revision was made to item 19 of the behavior, replacing the words social distancing with physical distancing and the identification of applicable public health and safety ruling authorities was updated. It was MOVED by Vickery, SUPPORTED by Sullivan, to approve the revisions to 4.1 Behavior Policy as presented. Motion CARRIED.

b. *Policy Revision – 4.5 Bulletin Board and Brochures Policy*

Vickery noted that much of the language of the policy was cleaned up to more accurately reflect current practice and guidelines for posting and removing informational posters and brochures on bulletin boards or other community informational areas in the library. It was MOVED by Vickery, SUPPORTED by Sullivan, to approve the revision to 4.5 Bulletin Board and Brochure Policy as presented. Motion CARRIED.

c. *Policy Approval – 1.8 Remote Participation Policy*

Vickery introduced 1.8 Remote Participation at Meetings by Traverse Area District Library Board Members and the Public. The policy would allow participation consistent with the Open Meetings Act and also respond to ADA considerations. TADL has the necessary technology that would allow for remote participation in the manner outlined in the policy and the board would be able to hold full board meetings with the required quorum if any or all of the trustees had a need to participate remotely.

It was MOVED by Vickery, SUPPOTED by Wescott, to adopt policy 1.8 as presented.

Discussion ensued to clarify and answer questions regarding details of the policy. Zeits (Counsel) explained that the policy would be a temporary measure since the recent Supreme Court ruling invalidated remote meetings of public bodies under the Governor's executive order; however there is a Senate Bill currently on the Governor's desk that would allow those meeting to be held remotely through December 31, 2020. With uncertainty whether the bill will in fact be signed, the policy for approval before the board is essentially a band aid to get TADL through to January 2021 and see what develops with the Senate bill.

Vickery raised the question whether the policy should instead be a resolution for the time period in question. Howard emphasized that the main concern was to have an approved format in which to be able to hold the 2021 Budget Hearing at the November regular board meeting and to seek approval of the required budget amendments at the December board meeting and remain in compliance with the law. The policy approval is important to protect the library through its public hearing and year-end financial obligations.

Additional concerns were addressed before President Jones asked for a vote on the original motion to approve the policy as presented. Motion CARRIED unanimously.

d. *District Library Agreement Update*

Howard noted that Vice President Odgers had a question as to whether the 2013 Memorandum of Understanding between the City and the County amending the distribution of the library trustee appointments between the entities was filed according to Library of Michigan law which could affect TADL's ability to collect State Aid. Zeits (Counsel) provided review of the formation of the district library in 1982 and laws and/or legal actions that have followed. It is the opinion of counsel that TADL is in compliance with all current district library law and that the original, recognized and legally established, district plan defined a board structure made up of seven (7) appointed board members on the TADL Board of Trustees. There was no distinction as to how many would come from the City and how many would come from the County, and therefore there has been no effective change in the board structure because of the 2013 Memo of Understanding.

TADL has also filed for and received State Aid and penal fine revenue since that time, also confirming TADL's compliance.

President Jones noted he would move forward on the agenda, but that Odgers may have more questions for discussion on the issue at the next meeting.

8. New Business

a. *New Policy – 4.12 Display Case Policy*

Howard noted that the display case policy number should be amended to 4.13 rather than 4.12. It was MOVED by Wescott, SUPPORTED by Sullivan, to adopt the new policy, 4.13 Display Case Policy, as amended. Motion CARRIED.

b. *Future Board Meeting Format Discussion*

Board members in attendance were polled by President Jones as to their preferred meeting format for the immediate future with the following results: Sullivan, in person; Vickery, remote; Wescott, in person.

c. *Close East Bay Branch Library on Wednesday, November 4, 2020 for Election Ballot Counting*

A request was made from the East Bay Township Clerk to extend use of the East Bay Branch Library as a voting precinct on November 3rd through November 4th for ballot counting. It was MOVED by President Jones, SUPPORTED by Vickery, to approve the closure of East Bay Branch Library on Wednesday, November 4, 2020 for election ballot counting.

d. *Purchase Approval of New Servers of an Amount Not to Exceed \$44,000*

Scott Morey, Assistant Director for Technology, discussed the use of servers at TADL and explained that the new servers would handle TADL's check-out system and online catalog, the local history repository, among other things. Replacing the current servers is more cost effective than extending service and storage. The new, industry standard servers have a robust capacity and built in efficiency multipliers. They will be easier for the staff to manage and maintain technology services to TADL and its ongoing technology service agreements with neighboring libraries as well as memorandums of understanding with TCAPS for student access to library materials. Morey is confident that the new servers will efficiently handle TADL's current needs and have the capacity to accommodate future agreements and collaborations. It was MOVED by Jones, SUPPORTED by Westcott, to approve the purchase of new servers of an amount not to exceed \$44,000 as presented. Motion CARRIED.

e. *Bipolar Ionization System*

Howard received three quotes for a bipolar ionization system based on an article issued from the CDC as a method to help purify the air inside buildings and fight infectious air particles. The system would also reduce energy costs by reducing the number of times necessary to do an air exchange, bringing outside air inside, also putting more wear on the system. TADL also uses HEPA filters to maximize air quality in the building. Howard selected the least expensive quote which was from a company that also helped the library get a grant toward the purchase. The total service cost was \$15,885, just above the Director's allowable purchase amount of \$15K per policy 2.2 Purchasing and Contracting Policy.

It was MOVED by Jones, SUPPORTED by Wescott, to support the Director's effort to improve the health, safety and welfare of staff and patrons while at the library and to approve the purchase and installation of the bipolar ionization system as presented. Motion CARRIED.

9. Public Comment

President Jones opened the floor for public comment. The following people addressed the board: Odgers, TADL Trustee, appreciated the inclusion of item 7d and would expand on it at a future meeting. There was no further public comment.

10. **Trustee Comment**

Vickery noted that the Policy and Personnel Committee planned to discuss the Director review at its next meeting expected to be held on November 10th.

Howard noted that there has been no activity regarding the assignment of a new trustee to the board.

11. **Adjournment**

With a motion to adjourn by Vickery, supported by Sullivan, President Jones adjourned the meeting at 5:46pm.

12. **Reconvene and Adjournment**

Realizing that a voice approval was taken for items 8d and 8e, instead of the required roll call vote, President Jones quickly brought the meeting back into session for the purposes of the formal roll calls at 5:48pm.

President Jones re-opened the motion for item 8d, purchase approval of new servers of an amount not to exceed \$44,000. A roll call was taken with the following results:

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

Motion CARRIED with 4 ayes.

President Jones re-opened the motion for item 8e, bipolar ionization system. A roll call was taken with the following results:

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

Motion CARRIED with 4 ayes.

Upon a motion by Vickery, with support from Wescott, President Jones adjourned the meeting at 5:50pm.

Respectfully submitted,

Approved by board vote on November 19, 2020



V. Carpenter, Recording Secretary

M. Pakieser, Board Secretary

