



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, March 18, 2021 at 4:00pm
Virtual Meeting via Zoom

1. Call to Order

The meeting was called to order by Vice President Odgers at 4:00pm. By voice roll call, present were: Odgers (Vice President) attended from home in Traverse City; Sullivan (Treasurer) attended from home in Traverse City; Pakieser (Secretary) attended from home in Traverse City; Vickery (Trustee) attended from Tucson, Arizona (left at 5:23pm); Wescott (Trustee) attended from home in Traverse City; and Budzinski (Trustee) attended from home in Traverse City. Jones (President) was absent. Also present were: Zeits (Counsel), Howard (Director), Radjenovich (Business Manager), Olson (Zoom Moderator), and Carpenter (Staff).

2. Pledge of Allegiance

Because an American flag was not present and available to all members participating in the virtual meeting President Jones eliminated the Pledge of Allegiance from the March 18, 2021 agenda.

3. Approval of the Agenda

It was MOVED by Westcott, SUPPORTED by Budzinski to approve the agenda as presented. Vice President Odgers indicated that a couple trustees had time constraints for attending the meeting and posed the question of adjusting the agenda to ensure there was a quorum for discussion of item 9 Strategic Planning Discussion. Following trustee input and consensus, Westcott amended his motion, supported by Budzinski, to approve the agenda, tabling item 9 Strategic Planning Discussion until the April meeting or to hold a special meeting when all trustees could be present. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes.

4. Public Comment

Vice President Odgers opened the floor for public comment. There was none by attendees, or submitted via email or chat.

5. Approval of Minutes

a. *Regular Meeting of February 18, 2021*

It was MOVED by Budzinski, SUPPORTED by Sullivan, to approve the regular meeting minutes of February 18, 2021 as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes.

6. Reports and Communications

a. *Director Report | Departmental Reports*

Howard confirmed her written report and added the following:

- Howard and staff are super happy to be open again and patrons are overjoyed to be able to come back into the building to use the library.
- With the passage of the ARPA Act, the Institute of Museums and Library Services received an unprecedented 200 million dollars with that stimulus, for which the Library of Michigan received 4 million dollars of that money resulting in a good number of grants that will be offered which TADL will apply for as appropriate.
- Another 7 billion dollars for an Emergency Connectivity Fund was sent to the FCC, which is e-rate. E-rate funds help pay for TADL's internet service and Wi-Fi hotspots. If TADL received grant money from that fund it would benefit the budget since hotspots alone are about \$16,000 per year.
- There is also a potential act to fund library infrastructure going through the House and Senate right now. More information is available on the ALA webpage.

Vice President Odgers highlighted the wonderful collaboration between TADL and The Old Town Playhouse's presentation of *The Importance of Being Ernest* and she thanked TADL for the collaborative work with *Battle of the Books*.

Budzinski commented on the amazing amount of work that staff is doing under trying circumstances, as is shown in the administrative reports and the staff enthusiasm is great. Howard added that TADL has a great team of people working together and they all love what they do.

b. *Financial Reports*

Radjenovich confirmed her written report and made the following highlights:

- The amount recorded under miscellaneous revenue is from the closure of an FSA bank account (Flexible Spending Account). There have been no employees enrolled in that plan for the past 3 years and if the money in the account is not used it rolls back into the general fund, therefore Radjenovich felt it was prudent to close the account at this time.
- Most all property tax money has been received. The remaining tax receivables will come from the county and minimal amounts will dribble in from the townships.
- At just two months into the year, there have been no unexpected expenses.

c. *Member Library Reports*

- Vicki Shurly, Director of Peninsula Community Library (PCL), noted that PCL patrons are also grateful to be back in the library, with 70 visitors on re-opening day. Laptops and the AWE computer stations are now available again. Craft bags that have become so popular during the pandemic are probably here to stay. The annual Books at the Boathouse fundraiser will be modified this year with take-out meals rather than dine-in. Tickets for this popular event were almost sold out in a week. There will also be a virtual live auction for the event.
- Jennifer Thomet, Director of Interlochen Public Library (IPL), expressed thanks to Andy Schuck at TADL for providing IPL with some leftover craft bags as well as opportunities to help with the space station event. Thomet highlighted a fun new program, *Mystery Book: Have Book Will Travel*. Summer Reading Club programs will be held outdoors at the township park this year. The Interlochen Friends will be having a pizza fundraiser.

A written report from Julie Kintner, Director of Fife Lake Public Library (FLPL) was included in the board packet.

Vice President Odgers inquired whether the popularity of the craft kits revealed a need for more supplemental materials in the library or if there were other trends that have risen in the past year of the pandemic. Howard noted that TADL applied for a grant for the Library of Michigan for \$2500 to use for Summer Reading Club which will be applied toward supplies and craft kits. McKenna noted that craft books and cookbooks, mindfulness and simplifying life books have been popular over the pandemic.

Vickery thanked everyone for their reports and addressed the need to discuss, during TADL's strategic planning process, recent trends as well as emerging long-term trends, specifically the budget cuts in school library support and how that would affect the curriculum of the public libraries. He appreciated Kintner's report and experiences in building a partnership with the Fife Lake school. Howard added that there is currently some movement toward more equitable funding changes with respect to the library and school relationship, also reporting that Michigan ranks 38th in literacy and that 17% of schools in the state do not have a librarian, or, their school library is simply closed. Howard is involved in some of those discussions and will keep abreast of the progress.

d. *Committee Reports*

- Finance and Facilities and Services Committee – Sullivan noted that the committee had met and discussed the re-organization of fund balances, which Howard noted will be discussed with the auditors in April, and then removing some inconsistencies to match our policies. The committee supported Howard's attendance and request for a scholarship to enroll in the Finance Certificate program offered through the Michigan Library Association. Howard noted that she plans to include TADL Business Manager, Radjenovich, in attending that program. Vickery expressed support for her team approach.

Following a brief update from Bennet on the roof status, it was noted that Spence Brothers would be addressing the board at the April meeting.

- Policy and Personnel Committee – Pakieser noted that the committee had met and discussed the nepotism policy. Howard noted that the policy discussion continues while she gathers more information before a possible revision of the policy. The committee also discussed and recommended the Wi-Fi and laptop policy later on the agenda for approval. Howard and Olson clarified for the trustees that the software referenced in the minutes called Deep Freeze allowed the computers to be wiped clean between uses, essentially waking them up for the next patron as a brand new laptop.

e. *Other Reports and Communications*

- Friends' Report – Doug Weaver, TADL Friends Board President
In Weaver's absence, Howard reported that 25 orders have come in so far for the Charles Saunders Jazz Collection bag sale. The Friends of TADL annual meeting will be held virtually on May 12th at 6pm. A public book sale is scheduled for the Fall.

7. *Old Business*

a. *Summary of Fund Balances*

In response to a request at the February board meeting to review the fund balances, Radjenovich put together a summary and provided a brief explanation of the funds and their

balance status. She also explained that the State of Michigan is requiring all governmental entities to use the same chart of accounts and that there will be a number of changes relating to these funds by year end. Howard emphasized that knowing these funds and the reserves will help in determining a payment strategy for the roof and fund strategies moving forward.

b. **3.4 Confidentiality of Library Records Policy**

c. **1.6 Freedom of Information Procedures and Guidelines | FOIA Public Summary**

Howard noted that the policy changes presented are in response to the Library Privacy Act and what was discussed at the February board meeting as per the board's response. Changes in the procedures and guidelines document are reflected in the summary. A lengthy discussion ensued, brought forth by Vickery, resulting in the following amendments to the first full paragraph on page 9 of policy 1.6:

- a. The clause "it is in the public interest that" shall be inserted into the first sentence to read as "The TADL Board determines *it is in the public interest that* video surveillance footage requested....."
- b. The last clause of the same sentence, following the word property, "because furnishing copies in this instance aids in providing a safe and welcoming environment for the Library's users by hastening the investigation of crimes committed in the library and on library property through video surveillance" shall be removed and a period inserted after the word property, thus ending the sentence.

Zeits (Counsel) had no legal issues with simplifying this section of the policy since it more accurately reflected the board's response. Vickery, and others, agreed that Zeits' revision in policy 3.4 captured the board's commitment to honoring the protection of patron records and patron privacy.

It was MOVED by Vickery, SUPPORTED by Wescott to accept the revision to policy 3.4 Confidentiality of Library Records Policy as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes.

It was MOVED by Vickery, SUPPORTED by Westcott to adopt the edited policy 1.6 Freedom of Information Procedures and Guidelines along with the accompanying FOIA Public Summary revisions as presented and amended in the discussion. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes.

8. New Business

a. **Resolution – Rotary Charities of TC Assets for Thriving Community Grant**

Rotary Charities has asked for a resolution from the board in full support of the mobile branch library project as part of their grant request process. It was MOVED by Odgers, SUPPORTED by Sullivan to approve the resolution for the TADL trustees' agreement to apply for assistance from Rotary Charities of Traverse City through the Assets for Thriving Communities Grant program to finance a mobile library, and to authorize Library Director Howard and the TADL board Secretary to sign all documents relating to the grant as presented. A roll call vote was taken with the following results:

Wescott – aye Pakieser – aye Vickery – absent Jones – absent
Sullivan – aye Odgers – aye Budzinski – aye
Motion CARRIED with 5 ayes.

b. *3.7 Wi-Fi Hotspot and Laptop Lending Policy*

Howard noted that because TADL is now using the Deep Freeze software program on the lending laptops it is not necessary to include the last two bullet points in the guidelines and use section of the current lending policy. It was MOVED by Pakieser, SUPPORTED by Odgers and Wescott to approve the revised policy as presented. A roll call vote was taken with the following results:

Wescott – aye Pakieser – aye Vickery – absent Jones – absent
Sullivan – aye Odgers – aye Budzinski – aye
Motion CARRIED with 5 ayes.

9. **Strategic Planning Discussion**

This item was tabled during the approval of the agenda and is to be added to the April board meeting agenda.

10. **Public Comment**

Vice President Odgers opened the floor for public comment. There was none by attendees, or submitted via email or chat.

11. **Trustee Comment**

Vice President Odgers opened the floor for trustee comment. There was none.

12. **Adjournment**

With a motion to adjourn by Wescott, supported by Pakieser, a roll call vote was taken with the following results:

Wescott – aye Pakieser – aye Vickery – absent Jones – absent
Sullivan – aye Odgers – aye Budzinski – aye
Motion CARRIED with 5 ayes. Vice President Odgers adjourned the meeting at 5:28pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on April 15, 2021



M. Pakieser, Board Secretary