



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, August 19, 2021 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); Pakieser (Secretary); Vickery and Wescott (Trustees). Sullivan (Treasurer) and Budzinski (Trustee) were absent. Also present were: Zeits (Counsel); Howard (Director); Radjenovich (Business Manager); Denby, Bennett, McKenna, Brady, 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 the Agenda**

Howard requested two amendments to the agenda: 1) Addition of New Business item m, 2021 Officer and Employee Delegate Certification Form; 2) removal of New Business item d, approval to amend fixed asset amount from \$500 to \$5000 since this may need to be written into policy rather than an isolated approval. It was MOVED by Odgers, SUPPORTED by Pakieser, to approve the agenda along with the aforementioned amendments as presented. Motion CARRIED.

4. **Public Comment**

President Jones opened the floor for public comment. The following people addressed the board: Josh Denby, Long Lake Township, introduced himself as the new Circulation Coordinator at TADL, noting that he was from Houston Texas, had spent 12 years at the University of Houston campus library, and was excited to be part of the Traverse Area District Library.

President Jones welcomed Denby to the area and to the library staff.

5. **Approval of Minutes**

a. *Regular Meeting of June 17, 2021*

It was MOVED by Odgers, SUPPORTED by Pakieser, to approve the regular meeting minutes of June 17, 2021 as presented. Motion CARRIED.

6. **Reports and Communications**

• *Director Report | Departmental Reports*

Howard confirmed her written report and added the following:

- Howard was happy to report a busy summer and back to historically normal circulation and visitor counts.
- Following Labor Day, the library will reopen on Sundays. There has been no demand yet for later hours during the weekdays.
- Plans for a teen advisor on the board have been delayed due to the drop in teen visits to the library over the past months. The new book boxes and other programs will hopefully draw them back in and getting involved again.

Odgers noted that she really appreciates all the departmental reports and thanked everyone for their efforts. She also liked the photos in the electronic newsletter showing multi-generational programming at the library.

Vickery underscored the depth and details of the reports and gave testimonial to the spectacular summer programs that his grandchildren and he attended.

- *Financial Reports*

Radjenovich confirmed her written report and highlighted the following:

- Revenues are at 99.5% of the budgeted amounts. This is great considering penal fines are coming in under budget. Despite going fine free, revenues will hit budget. Radjenovich noted that thankfully a lot of grants and donations were received this year.
- Expenses – Workman’s Comp came in under budget. Materials budgeting took a hit with the introduction of the book leasing program but will turn around and show a return on investment in the future.

- *Member Library Reports*

- Kendall Spratt, Interim Director of Fife Lake Public Library (FLPL), introduced herself as FLPL’s Interim Director since July of 2020 and would possibly become Director in September. FLPL is concentrating efforts on projects with the schools, updating the school collections and being a resource for teachers and students.
- Vicki Shurly, Director of Peninsula Community Library (PCL), reported an incredibly busy summer with higher circulation stats than when the library was located in the Old Mission Peninsula school. The typical average number of participants finishing the Summer Reading Club program is 35-40, but this year there were 85 finishers. Shurly expressed great appreciation for everything TADL does for PCL. While PCL is a small Class 2 library, through their relationship with TADL they are able to offer big city things to a small-town group such as digital services, 24/7 Wi-Fi, and many things that are not normal offerings in a small library. She especially appreciates the great tech team who are supportive, kind, and understanding and also Director Howard who has been a great resource and a friend.

Odgers highlighted the remembrance tree, donated by a local farmer, that will be planted at PCL to honor Old Mission Peninsula residents whose lives were lost to COVID-19. The Friends of PCL will be purchasing a bench to be placed near the tree. Odgers wished that more would follow suit in the same way. President Jones concurred.

A written report from Jennifer Thomet, Director of Interlochen Public Library (IPL) was included in the board packet.

- *Committee Reports*

- Finance and Facilities and Services Committee – Odgers reported that the committee had met and negotiations with IPL and PCL have taken place. The committee hopes to meet with FLPL in the next month. She also noted that the new bike repair station is not only used by cyclists but also by those with mobility assistance like wheelchairs or strollers.
- Policy and Personnel Committee – Pakieser reported that the committee had met and had reviewed and recommended the policy revisions later on the agenda. Most had no significant changes. These were the first group of policies to be reviewed in the committee’s plan to review and/or revise all policies in the library’s Policy Manual.

- *Other Reports and Communications*

- Friends' Report – Donna Hornberger, TADL Friends Board President
Hornberger noted the Friends board held a hybrid meeting in August. They will be looking for another board member soon. The library history book in the making now has a title; Beyond Books. Jazz CD sales are winding down. A book and media sale is still planned for September.

7. Old Business

a. *Approval of Contract for Lighting Project*

Howard noted that Zeits (Counsel) was helpful in forming RFP bid request. There were six interested companies and three submitted bids. The bid amounts are good for a limited 30 days because of the supply chain shortage. Both Windemuller and Keen are good companies with similar bids and TADL has successfully worked with both companies before. Facilities Manager Bennett and the Facilities Committee both recommend awarding the bid to the lowest bidder of the two mentioned. It was **MOVED** by Vickery, **SUPPORTED** by Odgers to accept and approve the bid from Windemuller, in the amount of \$182,410 for the LED Retrofit Lighting Project. A roll call vote was taken with the following results:

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

Motion **CARRIED**.

8. New Business

a. *Approval of L-4029 Tax Rate Request*

Howard noted this standard L-4029 form is filled out each year. There is a Headlee rollback included in the request. This tax rate will bring in almost an extra \$150K to the budget. It was **MOVED** by Wescott, **SUPPORTED** by Pakieser, to accept and approve the 2021 Tax Rate Request of .9202mils as presented. A roll call vote was taken with the following results:

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

Motion **CARRIED**.

b. *Resolution to Pay MERS \$200,000 from Internal Service Fund and Revision of the Budget*

Howard noted that following the 2020 audit in June and per budget amendment guidelines, she was requesting approval to remit \$200,000 to MERS toward the unfunded pension liability. It was **MOVED** by Wescott, **SUPPORTED** by Vickery, to correct the spelling of his name on the resolution and to approve the transfer of \$200K from the Internal Services Fund to the General Fund for disbursement, and the budget for the Unfunded Liability Account shall be increased by that same amount to proceed with the payment. A roll call vote was taken with the following results:

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

Motion **CARRIED**.

c. *Approval of Spending for Improvement to the Youth Story Room*

To make improvements to the Youth Story Room in the Main Library Howard made a request to use \$1572 from the Public Improvement Fund for painting and \$7630 from the Slear Fund interest accrued for flooring. Bennett is getting more quotes on flooring. It was **MOVED** by Pakieser, **SUPPORTED** by Wescott, to approve the spending request for improvements to the Youth Story Room in the amounts not to exceed those presented. A roll call vote was taken with the following results:

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

Motion CARRIED.

- d. *Approval to Amend the Fixed Asset Amount from \$500 to \$5000*
This item was removed from the agenda.
- e. *Policy Revision – 3.7 Wi-Fi Hotspot and Laptop Lending Policy*
President Jones introduced the first of multiple policies revisions that are on the agenda for approval, which are mostly tidying up the policies rather than significant changes. Discussion and clarification was made regarding the hold time for the hotspots and lending laptops that they would be the same as for regular materials so that all items operate under the same hold policy. It was MOVED by Vickery, SUPPORTED by Pakieser, to approve the revisions to 3.7 Wi-Fi Hotspot and Laptop Lending Policy as presented. Motion CARRIED
- f. *Policy Revision – 5.2 Disposal of Withdrawn Materials*
Howard acknowledged credit to Carpenter for assisting in cleaning up consistency details of the policies presented for review. She also noted that policy 5.2 had not been reviewed in 5 years. It was MOVED by Vickery, SUPPORTED by Pakieser, to approve the revisions to 5.2 Disposal of Withdrawn Materials as presented. Motion CARRIED.
- g. *Policy Revision – 5.3 Access to Collection Materials Based on Age*
Howard noted that this policy had not been reviewed since 2003, and that the word media had been changed to the broader term, materials, which also includes media. It was MOVED by Pakieser, SUPPORTED by Odgers, to approve the revision to 5.3 Access to Collection Materials Based on Age Policy. Motion CARRIED.
- h. *Policy Revision – 5.4 American Library Association’s The Freedom to Read*
President Jones was pleased to bring The Freedom to Read Policy as updated by the American Library Association to the board for approval as it is important that the board stand behind and support the freedom to read. Vickery inquired whether this document should be policy or a resolution, and after discussion, it was unanimously agreed that being policy would be more appropriate since policies are readily available to the public and it would allow the Director and staff to use it as back-up if materials were challenged. It was MOVED by Wescott and Odgers, SUPPORTED by Vickery, to support and approve the revised 5.4 Freedom to Read Policy as presented. Motion CARRIED.
- i. *Policy Revision – 5.5 American library Associations’ Freedom to View Statement*
It was MOVED by Pakieser, SUPPORTED by Odgers, to support the American Library Association’s updated Freedom to View statement as presented and approve 5.5 Freedom to View Policy. Motion CARRIED.
- j. *Policy Revision – 5.6 American Library Associations’ Library Bill of Rights*
It was noted by Vickery that he was wholly in favor of including the explicit commitment to all people’s access as updated in the American Library Association’s update of the Library Bill of Rights. It was MOVED by President Jones, SUPPORTED by Odgers and Wescott, to support and approve the revision to 5.6 Library Bill of Rights Policy. Motion CARRIED.
- k. *Policy Revision – 7.5 Nepotism*
President Jones noted that the current policy did not allow for hiring of such persons as an employee’s spouse, for example, and that the major change to the nepotism policy brought before the board allows the Director to hire those once forbidden employee relations as long as the relations are made known and those employees are not in a direct reporting relationship.

Howard also added that the current policy was restrictive and did not allow situations such as an employee's renters. Howard reviewed the revisions with TADL's labor attorney who approved of the changes. It was MOVED by Pakieser, SUPPORTED by Vickery, to approve the revisions to 7.5 Nepotism Policy as presented. Motion CARRIED.

l. *CRT Critical Race Theory (Item Request by Trustee Odgers)*

Odgers commented on how well the new digital resource, Social Justice, ties into the strategic plan. Discussion ensued on ways the library is planning for and currently providing programming and educational opportunities to support an inclusive community.

m. *2021 Officer and Employee Delegate Certification Form*

It was MOVED by President Jones, SUPPORTED by Vickery, to approve the nomination and selection of MERS conference Officer Delegate attendee Michele Howard and alternate Deb Radjenovich, and the MERS conference Employee Delegate attendee Kristi Jackowski and alternate Rosie May as indicated on the 2021 Officer and Employee Delegate Certification Form. Motion CARRIED.

9. **Public Comment**

President Jones opened the floor for public comment. The following people addressed the board: Heather Brady, TADL Marketing and Communications Manager, thanked the board for approving and wholeheartedly approving the policies because it helps TADL be everything a library should be and paves the way for the upcoming Big Read program as well as future collaborations and partnerships.

10. **Trustee Comment**

Vickery expressed a deep appreciation and support for the work and thoughtfulness gone in to all the things that took place on the agenda but in particular the policies that articulate the libraries vision of itself as a conduit and sacred space in our civil life at a time when things seems fractured and frayed.

Odgers extended well wishes and thoughts to the two board members undergoing health issue treatments. She gave kudos to Brady on her work in the entrance garden and suggested having more videos of things going on at the library. Howard noted that Brady plans on attaching a Go Pro to a book and making a video of the book going through the check-in sorter very soon.

Denby added that since he has spent his library career in an academic setting he had never seen what went on behind the scenes in a public library setting and seeing the check-in sorter in action at TADL was really amazing to watch and he plans to share Brady's video with all his friends who 'won't believe it!''.

11. **Adjournment**

With a motion to adjourn by Wescott, President Jones adjourned at 5:25pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on September 16, 2021



M. Pakieser, Board Secretary