



**Board of Trustees Regular Meeting**  
MINUTES (approved)  
Thursday, September 16, 2021 at 4:00pm  
McGuire Community Room  
610 Woodmere Ave., Traverse City, MI 49686

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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); Sullivan (Treasurer) Vickery and Wescott (Trustees) were absent. Also present were: Howard (Director); Radjenovich (Business Manager); Morey, Myers, Carey, 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**

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

4. **Public Comment**

President Jones opened the floor for public comment. The following people addressed the board: Matt Archibald, Traverse City, introduced himself as the new East Bay Branch Manager. Archibald has been with TADL for several years and is excited to be a part of the library services at East Bay Branch.

President Jones welcomed Archibald to his new position.

5. **Approval of Minutes**

a. *Regular Meeting of August 19, 2021*

It was MOVED by Odgers, SUPPORTED by Pakieser, to approve the regular meeting minutes of August 19, 2021 as presented. Motion CARRIED.

6. **Reports and Communications**

• *Director Report | Departmental Reports*

Howard confirmed her written report and added the following:

- Eighteen staff members attended a virtual program on inclusivity in the library. A range of methods discussed in the program will be implemented at TADL.
- Heather, Michele, and several volunteers spread mulch in the garden area for The United Way Day of Caring.
- The outside bike racks and benches have been power washed and painted.

• *Financial Reports*

Radjenovich confirmed her written report and highlighted the following:

- Revenues – Sales are going well and will likely meet the budgeted amount, although overdue fines will likely not because overdue fines have been removed. Interest and dividends is not what it should be given the economic conditions and rents and royalties

are down since the meeting room has not yet re-opened for public meetings. Another \$12,000 is due from Suttons Bay library from the technology services agreement.

- Expenses - Expenses are right in line with expectations. Any necessary budget adjustments will be made in December.
- **Member Library Reports**
  - Kendall Spratt, Interim Director of Fife Lake Public Library (FLPL), announced that she has officially taken the position of Library Director. The FLPL Board approved to adopt a 457 municipal retirement program. Three new staff members have been hired. Collaborating with the school is still a big priority and FLPL is starting to do story time at the school. Spratt thanked TADL for the support, especially during her transition to Director.

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

- **Committee Reports**
  - Finance and Facilities Committee – Sullivan reported that the committee had met and noted that the committee will now meet on the first Tuesday of the month instead of the second Tuesday. The committee will continue discussions regarding a Green Plan and a memorial tree for those in the community who have lost loved ones to the Coronavirus. The State of Michigan requirements to adopt a new Uniform Chart of Accounts have resulted in the need for TADL to purchase new accounting software as the current software will not support the new requirements. The committee also discussed the ratified union contract later on the agenda for approval.
  - Policy and Personnel Committee – Pakieser reported that the committee had met and discussed extensive revisions to policy 5.1 later on the agenda for approval.
- **Other Reports and Communications**
  - Friends' Report – Donna Hornberger, TADL Friends Board President Charlene Lutes spoke in Hornberger's absence. The Friends are prepared for the upcoming media and book sale. It will be inside and follow safety protocols. They recently acquired a collection of over 1000 books from an estate of a gentleman who wanted all the books he'd collected over 70 years to go to TADL. Printing of the library history book *Beyond Books* that has been in the works has been delayed due to a paper shortage. The Friends are now one of the charitable organization options on AmazonSmile.

## 7. **Presentation: Fifth Third Bank Representative**

Fred Ruffin, Vice President out of Toledo, Ohio, introduced himself as the administrative counsel and is involved with the investment management service with the library. Brian Lee, investment portfolio manager for TADL's investments accounts provided the Board with a handout and update on the current status of the TADL's investment. TADL has invested in a good quality portfolio of fixed income securities consistent with MI Public Act 20. These are very conservative and investment parameters determined by the state. Lee discussed the current economy and the impact of COVID, so the drop in returns is not unique to TADL. Lee assured the board that investments as a rule run in cycles and that the returns will be good, on average, over time. Howard noted that MI Class, the investment firm which TADL discussed using in the past, is not doing any better with their investments and returns either because as a government agency the investment range is limited.

## 8. **New Business**

- a. *5.1 Collection Materials Selection Policy*

Howard explained that the Collection Materials Policy is the guiding principle on how the library selects collection materials. It also helps protect the library and staff against censorship requests. Howard reviewed many other library collection policies and TADL staff has reviewed the revisions. Howard feels the policy hits the mark as to who TADL is and what we do. In answer to Odgers' question regarding the recently approved rental collection agreement, the policy does not exclude the library from selecting books through that type of book service. It was **MOVED** by Pakieser, **SUPPORTED** by Odgers, to approve the revision to 5.1 Collection Materials Selection Policy as presented. Motion **CARRIED**.

b. *Agreement Between TADL and Teamsters State, County and Municipal Workers Local 214, effective January 1, 2022 thru December 31, 2024*

Howard noted that negotiations were amicable. She then reviewed the memo from TADL's labor relations attorney, Janis Adams, regarding the material terms of the TADL and Teamsters ratified union agreement dated January 1, 2022 through December 31, 2024. Wage increases continue at the present rate of 3% per year and Short-term disability was added as a new benefit. A one-time Reserve Sick Leave payout will take place in 2022 for eligible employees whose leave banks were frozen in the 2012-2015 agreement as a result of a conversion to a new PTO system, educational assistance has been capped at a dollar amount, two paid holidays were added to the calendar, as well as an increase of approximately one week was added to PTO accrual and carry-over time. New in this agreement, was the removal of manager level positions from the union as a resolution to an existing discrepancy pertaining to certain manager-level positions being held by union employees and other manager-level positions being held by non-union/salary employees. Each union member holding a management-level position opted to move to a non-union/salary position with a commensurate percentage increase in pay.

Staff union representative, Betsy Myers, agreed that the negotiations were amicable. The union was sorry to see the management level members leave the union but the decision was well thought out and perhaps should have happened long ago due to the discrepancy.

It was **MOVED** by Sullivan, **SUPPORTED** by Odgers, to approve the agreement between TADL and the Teamsters Union, effective January 1, 2022 through December 31, 2024 as presented.

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

Motion **CARRIED**.

c. *Accounting Software*

Radjenovich discussed the need for a new accounting software that will support the State's new Uniform Chart of Accounts requirement. Despite the effort it will take, the end result will be beneficial to the libraries, auditors, and the tax payers. Three companies were demoed based on her research and recommendations by other library systems of similar size. The deadline for this change is December 31, 2022 and there is a substantial installation and training time involved, therefore Radjenovich would like to begin the process now using \$19,000 from the general fund. Radjenovich briefly discussed each of the three companies selected and how that compares to current costs. Tyler Technologies outshined the other two with its recommendations, software, service, usability, growth ability, and future cost-savings. There is also a component that would make the audit easier. Morey, TADL's Assistant director for Technology, reported that all three companies with good, but agreed that the Tyler Technologies software would enable staff to be more efficient and was supportive of the cloud-based software choice. It was **MOVED** by Sullivan, **SUPPORTED** by Pakieser, to support and approve the Director to contract with Tyler Technologies as TADL's governmental accounting software system in an amount not to exceed \$80,000. A roll call vote was taken with the following results:

Jones – aye  
Pakieser – aye  
Motion CARRIED.

Odgers – aye  
Sullivan – aye

Vickery – absent  
Wescott – absent

9. **Public Comment**

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

10. **Trustee Comment**

Odgers noted that many in the community have told her that they are thrilled that the library is now open on Sundays again.

11. **Adjournment**

With a motion to adjourn by Sullivan, President Jones adjourned at 5:34pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on October 21, 2021



M. Pakieser, Board Secretary