



## Board of Trustees Regular Meeting

MINUTES – (approved)

Thursday, October 21, 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 attended remotely); Pakieser (Secretary); Sullivan (Treasurer); and Westcott (Trustee). Vickery (Trustees) was absent. Also present were: Howard (Director); Radjenovich (Business Manager); 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 Pakieser, SUPPORTED by Wescott, 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: Stephen Siciliano, representing the Traverse Area Historical Society, addressed the wonderful partnership and relationship they have with TADL and presented the Library with a check in the amount of \$10,000 to complete the shelving project for the Local History Collection.

President Jones, on behalf of the TADL Board of Trustees, thanked Siciliano and the Traverse Area Historical Society for their generous donation toward the Local History Collection.

### 5. Approval of Minutes

#### a. Regular Meeting of September 16, 2021

It was MOVED by Pakieser, SUPPORTED by Sullivan, to approve the regular meeting minutes of September 16, 2021 as presented. A roll call vote was taken with the following results:

Jones – aye	Odgers – aye (remote)	Vickery – absent
Pakieser – aye	Sullivan – aye	Wescott – aye

Motion CARRIED.

### 6. Reports and Communications

#### a. Director Report | Departmental Reports

Howard confirmed her written report and added the following:

- Paper shortages across the industry are delaying production of books. Howard noted that this challenge may affect the end of year adjustments as well as the 2022 budget. Radjenovich and Howard are keeping a close watch on these year-end transactions.
- Shortages and distribution delays may also affect electronics and timing of the roofing project.

#### b. Financial Reports

Radjenovich confirmed her written report and highlighted the following:

(approved)

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Morey, Assistant Director for Technology, has purchased more computers this year in effort to offset anticipated availability and/or price challenges in 2022. If budget allows, paper supplies, will also be purchased in larger quantity before year end as well as a few other items that are used a lot. The new LED lighting upgrade has begun and is looking good. Once the new accounting program is purchased, it will take nine months to a year to make the final switchover.

*c. Member Library Reports*

- Vicki Shurly, Director of Peninsula Community Library (PCL), announced that their financial chart of accounts has been updated per the State requirements and deadline. PCL received a clean audit for 2021. The Friends book sale brought in approximately \$6000. Leftover books were given to Better World Books. PCL received a donation for permanent story walk signs that will be going into the children's garden area. Most of the volunteers are retired folks but PCL now has 3 regular teenaged volunteers.

Written reports from Kendall Spratt, Director of Fife Lake Public Library (FLPL), and Jennifer Thomet, Director of Interlochen Public Library (IPL) were included in the board packet.

*d. Committee Reports*

- Finance and Facilities Committee – Sullivan reported that the committee had met and outlined a plan to present the final copies of recently agreed upon member library agreements to the respective negotiation teams for approval with the intent to conclude negotiations with all three member libraries by year end.
- Policy and Personnel Committee – Pakieser reported that the committee had met and discussed several policies for approval later on the agenda. The committee also began the Director evaluation process.

*e. Other Reports and Communications*

- Friends' Report – Donna Hornberger, TADL Friends Board President  
Hornberger reported that the Friends Board is still meeting in hybrid style. Hornberger thanked the TADL staff for being so helpful during the book and media sale, which brought in approximately \$5000. The sale did not reduce inventory as much as desired so the Friends are not accepting donations at this time. Another book sale is planned for the Spring and a fundraiser is planned for mid-January. Thanks went to Heather Brady for helping plant bulbs in the garden in honor of Marlynn Lawrence.

**7. Presentation: MERS of Michigan, Tony Radjenovich**

Radjenovich, MERS regional manager for the northern lower half of the Lower Peninsula, provided an overview of the two pension plans offered to employees at the Library: Defined Benefit (DB) Plan and the Defined Contribution Plan (DC). The DB plan was frozen as of November 1, 2016. Employees hired prior to November 1, 2016 have a blend of DB and DC at retirement and employees hired afterward have only the DC plan available. Radjenovich was pleased to report that since the Library had made an aggressive commitment to reduce the unfunded pension liability about eight years ago, the library is now 86% funded. A brief question and answer period was provided to the Trustees and hypothetical funding scenarios were discussed.

**8. Old Business**

*a. Policy Revision – 1.3 Oath of Office for Trustee Policy*

Howard noted that the revisions to the Oath of Office were merely minor language updates and did not change the substance of the policy. It was MOVED by Pakieser, SUPPORTED by Westcott,

to approve the revisions to 1.3 Oath of Office Policy as presented. A roll call vote was taken with the following results:

Jones – aye	Odgers – aye (remote)	Vickery – absent
Pakieser – aye	Sullivan – aye	Wescott – aye

Motion CARRIED.

b. *Policy Revision – 1.5 Authority of Committees Policy*

It was MOVED by Pakieser, SUPPORTED by Wescott, to approve the revision of 1.5 Authority of Committees Policy as presented, consequently re-numbering it from 1.51 to 1.5. A roll call vote was taken with the following results:

Jones – aye	Odgers – aye (remote)	Vickery – absent
Pakieser – aye	Sullivan – aye	Wescott – aye

Motion CARRIED.

c. *Policy Revision – 2.3 Credit Card Use Policy*

Pakieser noted that the revisions to the credit card policy streamlined the policy and added flexibility for the Director to determine which staff, primarily managers, would be issued a credit card to perform the duties of their job. It was MOVED by Pakieser, SUPPORTED by Odgers, to approve the revisions to 2.3 Credit Card Use Policy. A roll call vote was taken with the following results:

Jones – aye	Odgers – aye (remote)	Vickery – absent
Pakieser – aye	Sullivan – aye	Wescott – aye

Motion CARRIED.

d. *Policy Revision – 3.5 mailing Lists Available to the public Policy*

Pakieser noted that additional language was added to the mailing list policy to reinforce that the library cardholder mailing list information is for library use only but that the information is protected by the Library Privacy Act. It was MOVED by Pakieser, SUPPORTED by Odgers, to approve the revision to 3.5 Mailing Lists Available to the Public Policy as presented. A roll call vote was taken with the following results:

Jones – aye	Odgers – aye (remote)	Vickery – absent
Pakieser – aye	Sullivan – aye	Wescott – aye

Motion CARRIED.

e. *Policy Revision – 6.2 City Directory Information Policy*

Howard explained that the revision to the policy included an expanded list of access and delivery methods. She also explained that it is not TADL's standard practice to provide callers with lists of published or unpublished information on private individuals, as these inquiries are to acquire solicitation lists. It was MOVED by Pakieser, SUPPORTED by Odgers, to approve the revisions to 6.2 Directory Information Policy as presented. A roll call vote was taken with the following results:

Jones – aye	Odgers – aye (remote)	Vickery – absent
Pakieser – aye	Sullivan – aye	Wescott – aye

Motion CARRIED.

f. *Policy Revision 7.1 Conflict of Interest Policy*

Howard noted that the only change was the addition of language requiring a Conflict of Interest Disclosure Statement be filled out annually to reflect past and current practice. It was MOVED by Pakieser, SUPPORTED by Wescott to approve the revision to 7.1 Conflict of Interest Policy as presented. A roll call vote was taken with the following results:

Jones – aye	Odgers – aye (remote)	Vickery – absent
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Pakieser – aye  
Motion CARRIED.

Sullivan – aye

Wescott – aye

9. **Public Comment**

President Jones opened the floor for public comment. The following people addressed the board: Sarah Redman, representing the League of Women Voters, noted that she will be attending the TADL board meetings as a friendly non-speaking observer and taking notes. Redman will be observing other government organizations as well.

10. **Trustee Comment**

President Jones was happy to report that member library agreement negotiations with Fife Lake Public Library and Peninsula Public Library have now been completed. Negotiations are still underway with Interlochen Public Library.

11. **Adjournment**

With a motion to adjourn by Sullivan, supported by Wescott, President Jones adjourned at 5:00pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on November 18, 2021



M. Pakieser, Board Secretary