



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, December 16, 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 4:04pm. Present were: Jones (President); Pakieser (Secretary); Vickery and Westcott (Trustees). Odgers (Vice President) and Sullivan (Treasurer) were 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 Vickery, SUPPORTED by Pakieser, to approve the agenda as presented. Motion CARRIED.

4. Public Comment

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

5. Approval of Minutes

a. Regular Meeting of November 18, 2021

It was MOVED by Vickery, SUPPORTED by Wescott, to approve the regular meeting minutes of November 18, 2021 as presented. Motion CARRIED.

6. Reports and Communications

a. Director Report | Departmental Reports

Howard confirmed her written report and added the following:

- Howard received a letter from attorneys Foster Swift Collins & Smith, P.C. regarding a rate increase from \$225 to \$250 per hour. With permission from Howard, TADL's legal counsel occasionally consults the firm since they are considered the expert in the state on library issues.

b. Financial Reports

Radjenovich confirmed her written report and added the following:

- Revenues – Credit went to Howard and Brady for securing multiple grants throughout the year which helped out tremendously. A small amount of revenue is still coming in, from sales, tech work at Benzie Shores, etc. A pleasant surprise, contributions of approximately \$19,000 came in within a single week. Despite a lack of room rentals, decreased overdue fines, and lower returns on investment, revenues are finishing up strong.
- Expenses – Expenses were budgeted to be back to full-time hours of service and operations, but that didn't happen and overall costs were under budget. Money will be put aside into the Public Improvement Fund for specific items in the future.

c. Member Library Reports

- Jennifer Thomet, Director of Interlochen Public Library (IPL), reviewed several upcoming holiday programs. The IPL Friends gave out over 200 goodie bags with a book to families at the Light Up Interlochen event. The IPL Friends are also collecting hats, mittens, and gloves to give to the local elementary school.

A written report from Vicki Shurly, Director of Peninsula Community Library, was included in the packet. No written or verbal report was provided from Kendall Spratt, Director of Fife Lake Public Library.

President Jones noted that highlighting activity regarding the focus points of the strategic plan in the Departmental Reports was helpful and appreciated.

d. Committee Reports

- Finance and Facilities Committee – Howard reported that the committee had met and received updates of physical projects in the building, discussed the end of the year budget adjustments, and had a long discussion about behavioral incidents in the building.
- Policy and Personnel Committee – Vickery reported that the committee had met and discussed when to hold a board retreat and what topics to focus on, and the committee reviewed and recommended several policies later on the agenda.

A long discussion ensued regarding the homeless population: impact on the library and the library staff, how to address increasing behavioral issues at the library during the winter months, the need for a big picture view and plan alongside key changemakers, the rising mental health crisis, and how the trustees can support the library needs and address the community problem, etc.

Recognizing the need to dive deeper into conversation and a possible plan of action, President Jones TABLED the homelessness conversation to be discussed more in depth at committee meetings, or possibly as a topic for the retreat.

e. Other Reports and Communications

- Friends’ Report – Donna Hornberger, TADL Friends Board President
Hornberger reported that the Friends were beneficiaries to several recent donations. Judd Barclay is a new member on the board. The Friends are planning a special media sale in mid-April of 2022. It was decided to request more set-up and break-down time in the coming year due to the amount of work involved in the book and media sales. A new book discussion group will be held on Saturday mornings January thru March.

7. Old Business

a. Policy Revision – 2.2 Purchasing and Contracting Policy

Vickery noted that a change was made to increase the capital asset value from \$500 to \$5000 as recommended by the auditors. It was MOVED by Vickery, SUPPORTED by Wescott, to approve the revisions to 2.2 Purchasing and Contracting Policy as presented. A roll call vote was taken with the following results:

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

Motion CARRIED.

b. Policy Revision – 3.2 Borrowing Parameters and Delinquent Charges Policy

Vickery explained that fees charged were modified to reflect the collection agency fee, instead of charging a flat fee. It was MOVED by Wescott, SUPPORTED by Pakieser, to adopt the revision

to 3.2 Borrowing Parameters and Delinquent Charges Policy as presented. A roll call vote was taken with the following results:

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

Motion CARRIED.

c. *Policy Revision – 4.1 Behavioral Policy*

Vickery noted that ‘using and possessing alcohol, marijuana or any illegal substance on Library property’ was moved to a lesser penalty offense category for consistency among the kind of violation and its impact on the library. It was MOVED by Vickery, SUPPORTED by Pakieser, to approve the revisions to 4.1 Behavior Policy as presented. A roll call vote was taken with the following results:

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

Motion CARRIED.

d. *2021 Budget Amendment Resolution*

It was MOVED by Pakieser, SUPPORTED by Wescott and Jones, to approve the 2021 Final Budget Amendment Resolution as presented. A roll call vote was taken with the following results:

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

Motion CARRIED.

e. *Security Officer Estimate*

President Jones related the security estimate to the earlier discussion of behavioral issues on the rise at the library. An estimate was provided by STT Security for 42 hours of security presence over 7 days. Questions were raised whether reserve police officers could help or community mental health personnel added, however those were not feasible. The trustees recognized the stress that library staff are under to handle issues that often times require professionals outside of the scope of the library staff’s training and expectations, also reducing their ability to provide valuable library services to all patrons. The homelessness issue as it relates to the library has gotten some recent press and Howard noted that some patrons/families are beginning to feel uncomfortable at the library. It was MOVED by Jones, SUPPORTED by Wescott and Pakieser, to approve the use of a Security Officer as presented in the estimate provided by SST Security, in an amount not to exceed \$31, 122 for a time period of six months with an assessment of the impact to be conducted at the end of the 6 months. A roll call vote was taken with the following results:

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

Motion CARRIED.

8. **New Business**

a. *Transfer Request from Public Improvement Fund*

Howard explained that, pre-pandemic, the board approved an upgrade of the McGuire Community Room microphones. However, since the approval and mandated closures, the original estimate was less than the actual costs when the work could be completed due to supply chain issues as a result of the pandemic. As a matter of transparency, Howard asked for approval for an additional \$1000 from the Public Improvement Fund to cover the increased cost. It was MOVED by Vickery, SUPPORTED by Pakieser to approve the resolution for \$1000 from the Public Improvement Fund to cover the additional cost of the microphone upgrade. A roll call vote was taken with the following results:

Jones – aye
Pakieser – aye

Vickery – aye
Wescott – aye

Odgers – absent
Sullivan – absent

Motion CARRIED.

b. *Director Evaluation*

Vickery reported that reviews were collected from all trustees and it was a clear and unanimous opinion by the board that Howard is an exemplary Director and has grown well into the position. Howard has been leading through very challenging times and has consistently responded well with as many or more celebrations to be recognized alongside the challenges presented by the pandemic. Vickery said it is quite wonderful and a pleasure to work with Howard. President Jones added that expectations were exceeded and also noted that he enjoys his time on the board working with Howard.

Howard responded that she appreciated the board's support, felt that employees are happy with the direction of the library, and she thanked the board for a great year.

President Jones noted that compensation would be discussed at the next Finance Committee meeting after the start of the year. Zeits (Counsel) then asked the board to clarify if their intent was that any salary increase established at that meeting would be made retroactive back to January 1, 2022. It was MOVED by Pakieser, SUPPORTED by Wescott, that it is the intent of the board to approve Howard's salary raise, as determined by the Finance Committee, to be effective as of January 1, 2022. All agreed. Motion CARRIED.

c. *Member library Agreement – Interlochen Public Library*

Howard noted that IPL will sign the agreement between TADL and IPL at their board meeting next week. It was MOVED by President Jones, SUPPORTED by Pakieser to approve the member library agreement between TADL and IPL as presented. A roll call vote was taken with the following results:

Jones – aye
Pakieser – aye

Vickery – aye
Wescott – aye

Odgers – absent
Sullivan – absent

Motion CARRIED.

d. *Holiday Closure on December 26, 2021*

Howard requested a closure on Sunday, December 26, 2021 at the Main library since every branch and member library is closed as well. It has been a stressful year for staff and the closure would give them a long weekend to share with loved ones. It was MOVED by President Jones, SUPPORTED by Wescott to approve closing the library on December 26, 2021. A roll call vote was taken with the following results:

Jones – aye
Pakieser – aye

Vickery – aye
Wescott – aye

Odgers – absent
Sullivan – absent

Motion CARRIED. Vickery, on behalf of everyone on the board, wished the staff a happy holiday.

e. *Officer and Committee Nominations Discussion*

President Jones announced his recommendations for a new officer slate in 2022, to be voted on at the annual meeting held in January: Odgers, President; Pakieser, Vice President; Sullivan, Treasurer; Wescott, Secretary. There were no objections.

In response to an inquiry from Wescott, President Jones also noted that his term would expire on December 31, 2021 as well as Budzinski's term. President Jones was re-appointed by the County, and Paul Deyo was appointed as a new board member to fill terms beginning in January.

9. **Public Comment**

President Jones opened the floor for public comment. The following people addressed the board: Sarah Redman, Traverse City, applauded the board's discussion and big picture approach to the community's homeless issue and emphasized how important the library is to the community.



10. **Trustee Comment**

Wescott proposed creating an agenda for the retreat and asked for more information on the plan for a retreat. Several topics ideas were suggested by board members. Howard will confirm dates that the consultant would be available, then will determine a date that works for everyone on the board with a formalized agenda.

11. **Adjournment**

With a motion to adjourn by Wescott, supported by Vickery, President Jones adjourned at 5:37pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on January 20, 2022

J. Wescott, Board Secretary
M. Vickery