



## Board of Trustees Regular and Annual Meeting

MINUTES (approved)

Thursday, January 19, 2023 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 Odgers at 4:05pm. Present were: Odgers (President); Pakieser (Vice President); Wescott (Secretary); Vickery, Deyo, and Jones (Trustees). Sullivan (Treasurer) was absent. Also present were: Howard (Director); Radjenovich (Assistant Director for Finance and Human Resources); Morey, Baldwin, 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. **Re-appointment of Trustee (Odgers) Oath of Office**

Secretary Wescott administered the Oath of Office to Trustee Odgers for her re-appointment by Grand Traverse County to the TADL Board of Trustees, with affirmation from Odgers.

4. **Approval of the Agenda**

It was MOVED by Jones, SUPPORTED by Pakieser, to approve the agenda as presented. Motion CARRIED.

5. **Public Comment**

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

*PRESIDENT ODGERS*

6. **Annual Meeting**

a. *Election of Officers*

President Odgers announced the Slate of Officers selected by the nominating committee and asked if there were any other nominations. There were none. It was MOVED by Deyo, SUPPORTED by Jones, to nominate the 2023 Slate of Officers presented which consists of: Odgers, President; Pakieser, Vice President; Sullivan, Treasurer; and Deyo, Secretary. Motion CARRIED. All nominated Trustees agreed to accept their positions. It was MOVED by Deyo, SUPPORTED by Jones, to approve the 2023 Slate of Officers as presented. Motion CARRIED.

b. *Committee Appointments*

President Odgers inquired if trustees would like to remain on their 2022 committee assignments and all affirmed. Deyo proposed moving the Finance and Facilities meeting from 4:00pm to 2:00pm.

It was MOVED by Jones, SUPPORTED by Pakieser, to affirm the appointments of Vickery (Chair), Pakieser, and Wescott to the Policy and Personnel Committee, which will meet the first Tuesday of the month at 10:00am; and to affirm the appointments of Sullivan (Chair), Jones, and Deyo to the Finance and Facilities Committee, which will meet the first Tuesday of the month at 2:00pm. Motion CARRIED.

(approved)

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c. *Approval of Board Meeting Schedule February 2022-2023*

It was MOVED by Jones, SUPPORTED by Wescott, to approve the February 2023 – January 2024 board meeting schedule as presented which proposes the meetings be held the third Thursday of the month at 3:00pm, rather than the current time of 4:00pm.

Pakieser questioned why the time had moved from 4:00pm to 3:00pm. She felt that this is a concern for working trustees and it would present a hinderance for attracting younger trustees in the future with conflicting daytime work schedules. Comment was made that this would help after dark traveling, is proposed for the coming year only, and could change with the needs of a different group of trustees. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 aye, 1 nay. One trustee was absent.

d. *Approval of TADL Main Library and Branch Operational Hours and 2023 Closure Dates*

Howard noted that operational hours are very slow in the evenings and suggests maintaining the 8:00pm closure rather than the pre-pandemic closure at 9:00pm. She also suggested closing at 5:00pm for the Cherry Festival Community Parade so that more staff can participate, and closing early at 6:00pm each evening between Christmas and New Year’s Eve. It would help staffing levels while at the same time provide more staff more time with their families during the holiday. It was MOVED by Jones, SUPPORTED by Wescott, to approve the TADL Main and Branch library operational hours and closure dates for 2023 as presented. Motion CARRIED.

e. *Approval of TADL Main Library and Branch Operational Hours and 2024 Closure Dates*

It was MOVED by Jones, SUPPORTED by Wescott, to approve both the TADL Main and Branch library operational hours and closure dates for 2024 as presented. Motion CARRIED.

f. *Annual Conflict of Interest Statement | Annual Ethics Statement*

Howard requested that, per policy, each board member complete and sign both the Annual Conflict of Interest and the Annual Ethics Statement for public record.

7. **Consent Agenda**

a. *Approval of Minutes - Regular Meeting of October 20, 2022*

b. *Department Reports*

c. *Finance and Facilities Committee Report – November 1, 2022*

d. *Policy and Personnel Committee Report – November 1, 2022*

e. *Financial Report – Narrative | Expenses | Revenues*

f. *Member Library Communications – FLPL | IPL | PCL*

g. *Friends of TADL Report – Donna Hornberger, President*

h. *Correspondence*

- Howard read aloud a note from the Suggestion Box from a patron expressing thanks for the Security Officers at TADL, noting that it is much calmer in the library.

It was MOVED by Pakieser, SUPPORTED by Jones, to accept and affirm receipt of the Consent Calendar information. Motion CARRIED.

8. **Items Removed from the Consent Calendar**

There were no items removed from the Consent Agenda.

**9. Director Report**

Howard was happy to announce that usage statistics are back up, and better than, pre-pandemic levels. TADL has teamed with Harm Reduction of Michigan to be a host site for an outdoor, 24/7, Narcan dispensing box for the community. It will be maintained by Harm Reduction and is the only spot in Traverse City at this time.

Howard attended a webinar on Intellectual Freedom and feels that the library has prepared as much as it can should a materials challenge arise. She noted that 2022 was a record year for book challenges across the country and that all signs point to even higher numbers in 2023.

Howard thanked Radjenovich, retiring Assistant Director for Finance and Human Resources, for her time with TADL. Radjenovich literally saved a life while on the job and Howard felt Radjenovich saved her during the pandemic by being a rock-solid person who has also left a great legacy at TADL. President Odgers then welcomed incoming Finance and Human Resources Manager, Danielle Baldwin.

The new sign has been installed and getting a lot of positive attention. There is a small visibility issue with the white 'LIBRARY' letters against their backdrop during a very short window of time each day, however a remedy is already underway.

Howard also highlighted the paintings on the walls of the McGuire Community Room which are a new addition to TADL's Library of Things. Patrons will be able to check them out.

**10. Presentation: New Website ~ Scott Morey, Assistant Director for Technology**

Morey presented the new website which went live in November 2022. He discussed several aspects including: goals for accessibility enhancements, functionality, cloud-based hosting, and ease of use on mobile devices; the process and decision to select Library Market as the vendor; demonstration of before and after changes; and new content that was not on the previous website, such as a local community resources page and a FAQ page generated by staff. Morey noted that the project came in under budget and met nearly all of the original goals and, although the new website has been published, it is an active document that will continue to develop.

**11. New Business**

**a. Financial Authorization Changes**

With Radjenovich retiring at the end of January, it is necessary to make several financial account authorization changes in order to maintain smooth operations. Howard verified that she has the authority to make these changes, however is asking for the board to affirm her authority before doing so. It was **MOVED** by Wescott, **SUPPORTED** by Pakieser, to recognize and affirm Howard's authority to remove Radjenovich and add Baldwin to the appropriate financial accounts. Motion **CARRIED**.

**b. Resolution – 2023 Member library Agreement Payments**

Howard noted that the member library payments presented were calculated per the terms of the member library agreements, an increase over last year of about 3.5%. It was **MOVED** by Jones, **SUPPORTED** by Pakieser, to approve and disperse member library agreement payments in the amounts of \$180,408 to Fife Lake Public Library, \$231,953 to Interlochen Public Library, and \$236,076 to Peninsula Community as presented. A roll call vote was taken with the following results:

Deyo – aye

Vickery – aye

Jones – aye

Wescott – aye

Odgers – aye

Pakieser – aye

Sullivan – absent  
Motion CARRIED with 6 aye.

c. *Resolution – Annual Approval of Routine Invoices over \$25,000*

It was MOVED by Jones, SUPPORTED by Pakieser, to approve the Resolution for Annual Approval of Routine Invoices Over \$25,000 for 2023 as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 aye.

d. *Approval to Support the Elliot-Larson Civil Rights Act*

Howard presented an opportunity for the board to join other local entities as a supporter of an effort by Traverse Connect to codify the expansion of the Elliot-Larsen Civil Rights Act to include protections for sexual orientation and gender identity on the basis that this would benefit employee recruitment and underscore to candidates that we are open and accepting to all. It was MOVED by Deyo, SUPPORTED by Wescott, to authorize Howard to show support and sign Traverse Area District Library, on behalf of the board.

After much discussion, the board was overall supportive. However, Vickery suggested that, as a matter of practice in this case and into the future, that the board should see the final document, prior to signing or voting on it. After further discussion and consideration, Deyo WITHDREW his motion. Howard will provide the referenced letter to the board for consideration at the next board meeting.

e. *Discussion: Board Retreat Details*

A draft agenda was provided for a board retreat to be held in place of the regular committee meetings on March 7, 2023, offsite at the Chamber of Commerce Building. The members were pleased to have Dr. Michael Stephens facilitate a discussion of the library of the future. There were no objections or additions to the draft.

12. **Public Comment**

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

13. **Trustee Comment**

Wescott expressed gratitude for those who have taken on officer roles on the board and thanked Morey for his website presentation. President Odgers liked the comparison portion of the website presentation in particular since she felt it was helpful. She thanked Brady, TADL's Marketing and Communications Manager, for copying the board on media press releases, and also thanked Radjenovich for her service to TADL.

President Odgers noted that her desire to service as President again this year was based on her joy working with all of the trustees, wanting to help TADL get ready for the millage, and operating under an exciting Strategic Plan. She is glad to have been nominated and approved for the position.

14. **Closed Session (if needed)**

A closed session was not needed.

15. **Adjournment**

With a motion to adjourn by Pakieser, supported by Wescott, President Odgers adjourned the meeting at 5:46pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on February 16, 2023



P. Deyo, Board Secretary