



## TADL Board of Trustees Policy and Personnel Committee

December 6, 2022  
10:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

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**Attendance:** M. Vickery, J. Wescott, Trustees; M. Pakieser was excused. M. Myers, M. Howard, staff.

**Agenda Approval:** The agenda was approved.

**Minutes Approval:** The minutes of the November 1, 2022 meeting were approved.

**Public Comment:** There was none.

### **Personnel:**

#### Director Review

There was discussion between Trustees to get into a cycle of Director reviews that includes a more in-depth review every 3 years to better aid the Board and Director for development and planning for the Board, Director, and the Library. Howard will contact legal counsel Adams for any suggestions for a company/person to guide this process. Of course, cost is a factor. Howard will also check with a few fellow directors to see how they do reviews of this nature. Howard will send this information to Vickery.

### **Policy:**

Minor Revisions: The following policies were approved to be forwarded to the December Board Meeting with minor revisions/editorial changes.

- 2.1 Budget Adjustment and Disbursement
- 2.2 Purchasing and Contracting Policy
- 2.3 Credit Card Purchase Policy
- 2.4 Disposal of Materials, Furniture, and Equipment Policy
- 2.9 Electronic Transactions Policy

#### Revisions and renumbers:

The following policies were revised with more substantial revisions. Some were also renumbered.

#### 2.5 Gift Policy:

Howard explained that the changes suggested for this policy include allowing for other forms of recognition beside the Donor Wall, for example the new front Sign. It also adds parameters for Board approval for spending of donations. Also added was information about donations to the Local History Collection. The Finance Committee recommends this policy for approval. All Trustees were in favor of forwarding this policy to the December Board meeting.

#### 4.6 Public Use of Meeting Rooms:

Howard explained some of the suggested changes to this policy. Trustees were in favor of broader revisions including removing the fee structure from the policy. Howard will further work on revisions and be prepared with revisions for the February committee meeting.

#### 2.11 TADL Fund Definitions (to 2.6)

Howard explained that some of the funds listed under the Public Improvement fund were no longer being used. All excess money goes into the Public Improvement Fund. Howard is suggesting to remove the Technology Fund, the YA Area Fund, and the Library Building Construction fund. There were some questions regarding the two Endowments. Howard will clarify those and reflect any changes in the policy. All Trustees were in favor of forwarding this policy to the December Board meeting.

#### 5.1 Collection Materials Selection Policy (to 1.7)

After watching several webinars, Howard is incorporating a few suggested changes to the policy. Howard is also adding some information regarding the collection of local history materials. All Trustees were in favor of forwarding this policy to the December Board meeting.

#### 6.3 Public Relations Policy (to 5.8)

Howard explained that this policy had mostly minor revisions. Important changes are added to clarify lines of communication for the library. All Trustees were in favor of forwarding this policy to the December Board meeting.

#### Reaffirmed Policies

Howard explained that the below policies had no editorial changes but is presenting them for re-affirmation by the Board. All Trustees were in favor if forwarding this to the December Board meeting.

- 2.7 Investment Policy Statement
- 2.8 Tax Capture

#### Renumbered Polices

Howard explained that the following policies have no changes and are just being renumbered under the new policy manual organization.

- 6.2 City Directory Information (to 3.7)
- 4.11 Library Pandemic Response Policy (to 4.4):
- 4.12 Art Exhibition Policy (to 4.7)
- 4.13 Display Case Policy (4.8)
- 7.1 Conflict of Interest Policy (5.1)
- 7.2 Drug-Free Work Place Policy (5.2)
- 7.4 Whistleblower Policy (5.4)
- 7.5 Nepotism Policy (5.5)

#### Removed Policies

- 4.7 Equipment Use.  
This policy is redundant with our meeting room agreement and suggested to be removed. Trustees agreed and are recommending removal at the December Board meeting.
- 2.6 Donor Recognition Policy.  
This policy has been combined with 2.5 Gift Policy. Trustees agreed that this was a good idea and are recommending removal at the December Board meeting

### New Policy Review

- **2.10 Credit Card Acceptance Policy**  
Howard explained that this policy is required by the Library of Michigan/State of Michigan. Radjenovich drafted it as part of the Government Accounting class that she and Howard recently completed. Trustees had a few editorial suggestions. Howard will forward this policy for legal review to Zeits and prepare it for the December Board meeting.
- **4.9 Film and Photography Policy**  
Howard explained that many libraries are adopting policies similar to this to protect patron and staff privacy from being filmed or photographed while in the library. The current trend of “First Amendment Auditor” infringes on the privacy of patrons. Trustees agreed. Howard will forward this policy for legal review to Zeits and prepare it for the December Board meeting.

**Next Meeting Date / Time:** February 7, 2023 at 10:00 am. No Meeting in January 2023.

**Next Meeting Topic Suggestions:** Policy 4.6 Meeting Room Policy; Final Review of Policy Manual

**Public Comment:** None

**Adjournment:** The meeting adjourned at 11:34 am.