



TRAVERSE AREA
DISTRICT
LIBRARY

PUBLIC NOTICE

The Traverse Area District Library
Regular and Annual Board Meeting
scheduled for

February 18, 2021 at 4:00pm

will be held remotely

due to Coronavirus Outbreak and
in the Interest of the Public, Health Safety and Welfare.

Members of the public can remotely attend the meeting via the following:

<https://us02web.zoom.us/j/5795909071>

Call-in: 1-312-626-6799 | Webinar Code: 579 590 9071

*Access code may change without notice, please verify updates by going to the Traverse Area District Library website at the following link: <https://www.tadl.org/online-board-meeting/>.

Due to the high number of users utilizing remote meeting platforms, you may experience delays or difficulties in calling in or accessing the online meeting platform. TADL will make reasonable efforts to ensure the platform is open and accessible before conducting a remote meeting. Please contact TADL by phone 231-932-8527 or email publiccomment@tadl.org if you experience any difficulty in accessing the conference call meeting.

Anyone wishing to give public comment will need to call in and wait in a "virtual waiting room" where their microphones will be muted until they are called upon.

Members of the TADL Board of Trustees may be contacted by members of the public by using the following dedicated email address: www.tadl.org/contact-the-board-of-trustees/ to provide input or ask questions on any business that will come before the TADL Board of Trustees at this meeting. To contact an individual board member use the following email addresses: Joseph Jones (President) jjones@tadl.org ; Susan Odgers (Vice President) sodgers@tadl.org ; Marylee Pakieser (Secretary) mpakieser@tadl.org ; Carol Sullivan (Treasurer) csullivan@tadl.org ; Michael Vickery (Trustee) mrvickery@tadl.org ; Jeffery Wescott (Trustee) jwescott@tadl.org ; Mary Budzinski (Trustee) mbudzinski@tadl.org.

In addition, you may submit any comments that you have prior to the close of the public hearing and meetings to the following address: Traverse Area District Library, 610 Woodmere Ave., Traverse City, MI 49686; email ~ publiccomment@tadl.org.

Any written public comments received by mail or email prior to the close of the meeting will be read into the record. The AGENDA is available at tadl.org/governance and consists of the following items:

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment***
5. **Approval of Minutes**
 - a. [Regular Meeting of January 21, 2021](#)
6. **Reports and Communications**
 - a. [Director Report](#) | [Departmental Reports](#)
 - b. Financial Report – [Expenses](#) | [Revenues](#)
 - c. Member Library Reports – [FLPL](#) | [IPL](#) | [PCL](#)
 - d. Committee Reports
 - a. Finance & Facilities and Services Committee – [February 9, 2021](#)
 - b. Policy and Personnel Committee – [February 2, 2021](#)
 - e. Other Reports and Communications
 1. Friends' Report – Doug Weaver, President Friends of TADL
7. **Old Business**
 - a. Contract Amendment with Spence
 - b. [General Counsel Legal Services Proposal](#)
8. **New Business**
 - a. [Library Privacy Act Changes](#) (Discussion)
 - b. [Strategic Planning Interview Questions](#) (Discussion)
9. **Public Comment***
10. **Trustee Comment**
11. **Adjournment**

* If you wish to speak during the Public Comment section of the meeting, please (1) wait until you are recognized by name or last four digits of your phone number; (2) you will be unmuted by the moderator; (3) while not required, state your name and the county and township or city in which you reside; and (4) limit your comments to 5 minutes. Please keep all comments respectful. Pursuant to the bylaws of the TADL any person addressing the Board who becomes disruptive, unduly repetitive, or impedes the orderly progress of the meeting may be limited by the President.

The Traverse Area District Library will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting upon at least 3 days' notice to the Library. Individuals with disabilities requiring auxiliary aids or services should contact the Library Administrative Office by emailing publiccomment@tadl.org or calling 231-932-8500.



AGENDA

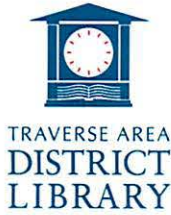
Board of Trustees Regular and Annual Meeting
Thursday, February 18, 2021 at 4:00pm
Virtual Meeting

<https://us02web.zoom.us/j/5795909071>

Call-in: 1-312-626-6799 | Webinar Code: 579 590 9071

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Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, January 21, 2021 at 4:00pm
Virtual Meeting via Zoom

1. Call to Order

The meeting was called to order by President Jones at 4:00pm. By voice roll call, present were: Jones (President) attended from home in Traverse City; Odgers (Vice President) attended from home in Traverse City; Sullivan (Treasurer) attended from home in Traverse City; Pakieser (Secretary) attended from home in Traverse City; Vickery (Trustee) attended from home in Traverse City; Wescott (Trustee) attended from home in Traverse City; and Budzinski (incoming Trustee) attended from home in Traverse City. Also present were: Zeits (Counsel), Howard (Director), Radjenovich (Business Manager), Olson (Zoom Moderator), and Carpenter (Staff).

2. Pledge of Allegiance

Because an American flag was not present and available to all members participating in the virtual meeting President Jones eliminated the Pledge of Allegiance from the January 21, 2021 agenda.

3. Welcome New Trustee (Budzinski) and Reaffirmation (Pakieser) Oaths of Office

President Jones welcomed incoming trustee Mary Budzinski to the TADL Board of Trustees and announced that the City of Traverse City Commissioners had reappointed Pakieser to the TADL Board of Trustees.

President Jones administered the Oath of Office to re-appointee Pakieser, with affirmation from Pakieser. Secretary Pakieser then administered the Oath of Office to new trustee Mary Budzinski, with Budzinski also affirming the oath.

4. Approval of the Agenda

Howard requested an addition to the agenda under New Business, item 10e, East Bay Township Safe-Routes-to-School grant support letter. It was MOVED Sullivan, SUPPORTED by Westcott, to approve the agenda with the aforementioned amendment. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 ayes.

5. Public Comment

President Jones opened the floor for public comment. There was none by attendees, or submitted via email or chat.

6. Approval of Minutes

a. Regular Meeting of December 17, 2020

It was MOVED by Odgers, SUPPORTED by Pakieser and Sullivan, to approve the regular meeting minutes of December 17, 2020 as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 ayes.

7. Annual Meeting

a. Election of Officers

President Jones noted that due to the lack of face-to-face board meeting opportunities and that some trustees left the board through the year, that the Slate of Officers Recommendation is the same as it was in 2020 in order to retain some continuity through 2021. The recommended slate consists of: Jones, President; Odgers, Vice President; Sullivan, Treasurer; and Pakieser, Secretary. With no other nominations made, it was MOVED by President Jones, SUPPORTED by Vickery and Sullivan, to approve the Slate of Officers for 2021 as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 ayes.

b. Committee Appointments

President Jones noted that the proposed committee members had previously consented to the following committee appointments: for the Policy and Personnel Committee, Vickery (chair), joined by Wescott and Pakieser; and for the Finance and Facilities and Services Committee, Sullivan (chair) joined by Odgers and Budzinski. It was MOVED by President Jones, SUPPORTED by Sullivan to adopt the committee appointments as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 ayes.

c. Approval of Board Meeting Schedule February 2021-2022

President Jones noted that the Board of Trustees meetings are scheduled on the 3rd Thursday of the month at 4pm. With no objections to the schedule, it was MOVED by President Jones, SUPPORTED by Wescott, to approve the 2021 board of trustee meeting schedule as presented.

A roll call vote was taken with the following results:

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

Motion CARRIED with 7 ayes.

d. Approval of TADL Main Library and Branch Operational Hours and 2021 Closure Dates

e. Approval of TADL Main Library and Branch Operational Hours and 2022 Closure Dates

Howard highlighted a small change to the operational hours at Kingsley Branch Library that better fit the needs of the community but do not result in any increase or reduction in open hours. She also highlighted a 2021 closure date cancellation to hold a union contracted annual staff in-service. This cancellation request was approved by the union leadership due to limitations and challenges of the current pandemic situation. Howard, Radjenovich, and Carpenter plan to develop alternative creative learning opportunities throughout the year.

It was MOVED by President Jones, SUPPORTED by Pakieser and Jones, to approve both the 2021 and 2022 TADL Main library and Branch operational hours and closure dates as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 ayes.

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

President Jones affirmed that the Conflict of Interest Statement must be filled out annually by each trustee and asked that each trustee read, at least annually, through the ethics policy approved by a prior TADL board.

8. Reports and Communications

a. *Director Report | Departmental Reports*

Howard confirmed her written report and added the following:

- The highest number of curbside deliveries in one day, to date, was 390.
- Howard shared information about TADL's NaloxBox and opioid policy with approximately 40 attendees at a Michigan Library Association Coffee Hour. TADL's proactive policy was also shared with an audience of about 300 on a recent Library of Michigan Director's call. Opioid overdosing is up 20% from a year ago and Howard was pleased to be at the forefront of this issue and thanked the board for passing the policy as well as Zeits for drafting it.
- After a brief pause, students from TBAISD's special education program have returned to the library to help with tasks which help them learn job skills and people skills. The students love the library and TADL is happy to be able to provide this service for them.
- The social worker is also back in the library and will be offering appointments and helping connect patrons with needed community resources.

Vickery inquired about the Strategic Planning process. Howard confirmed that the process had begun. Board members Odgers and Budzinski are on the 18 member committee. It is in the data collection phase and the board, along with the public, will be receiving a survey to fill out. The results will be collated by the Midwest Collaborative for Library Services (MCLS) and a plan of action will be devised. The committee hopes to have the process done by April. Vickery noted that it was important that the full board be a part of the plan details.

Howard confirmed that patrons have been happy that we are providing curbside services. There have been a couple of people that have complained about or didn't understand the need for closure. With a service base of 97,000, the small number of complaints were not representative of the region. President Jones reported that he had also received 2-3 complaints about the closure. Howard added that the area's positivity rates for Covid are still some of the highest in the state.

President Jones applauded the effort to offer computer usage services to the community while the library is operating as curbside only. Odgers expressed appreciation for the departmental reports, including photos, and for all of the work the staff puts into the activities highlighted in the reports.

b. *Financial Reports*

Radjenovich noted that her written report was fairly extensive. Although there are a few 2020 bills trailing in she believes TADL will be in a good position when all 2020 business has been completed. This position is partly attributed to reduced hours and less payroll during the pandemic.

c. *Member Library Reports*

- Julie Kintner, Director of Fife Lake Public Library (FLPL), thanked Howard for including her in the strategic planning process since there will be representation from all 4

corners of the district. She believes TADL is a leader in the library world and is proud to be a part of it. Business has been slow since reopening but computer usage is in demand since many do not have technology and/or internet available in their homes and need to apply for unemployment. Kintner is in the process of completing FLPL's state aid report. A small Love Locker has been placed outside the library and is filled with seasonal clothing like mittens and hats. Anyone in the community can use the items. Students are not coming in to the library so FLPL staff is going to the schools to provide them library services.

- Jennifer Thomet, Director of Interlochen Public Library (IPL), introduced herself since the meeting was her first attending as the new Director of IPL. Thomet has been employed at IPL for 5 years prior to this new role. IPL serviced 669 curbside deliveries the past month. The annual mitten tree gathered 306 items which were donated to the local elementary schools. IPL gave out 162 story hour craft kits last month and has started giving out dog biscuits to the canine patrons at curbside which has been a hit. IPL was awarded ALA's Libraries Transforming Communities grant of \$3000 that will be used to provide a 4 part book discussion addressing the opioid crisis.
- Vicki Shurly, Director of Peninsula Community Library (PCL), noted that circulation is down but curbside is strong. Craft bags and puzzles remain very popular. Their two Little Free Libraries must be filled every day. Shurly has also done a record number of notarizations via curbside. The PCL men's group meets monthly and has volunteered to monitor and attend to the flag honors for the library's new flagpole. The 2020 annual appeal brought in \$30,000 for operating expenses and \$10,000 for the capital fund.

d. *Committee Reports*

- Finance and Facilities and Services Committee – Sullivan noted that the committee had met and recommended the approval of the new sorter purchase resolution later on the agenda. The committee will be working on new member library agreements over the next few months. Sullivan also thanked Pakieser for her service on the committee in 2020 and looks forward to new trustee Budzinski serving on the committee in 2021.
- Policy and Personnel Committee – President Jones noted that the committee had not since the last board meeting.

e. *Other Reports and Communications*

- Friends' Report – Doug Weaver, TADL Friends Board President
Weaver reported that Curbside Bag Book Sale was a success. There were 145 orders with about 500 bags sold. The Friends received many positive follow-up emails on the sale. The sale raised about \$2700 and are very close to meeting their budget this year. There may be an opportunity to raise funds with the remaining Charles Saunders Jazz Collection donated a few years ago that had not been curated for TADL's collection. Ann Swaney and Anne Magoun, who are putting together a TADL History book, have raised about \$10,000 for the project and the Friends of TADL will be giving a \$3,000 matching donation.

9. **Presentation – Library History Project: Anne Magoun, Ann Swaney, Heather Schumaker**

Ann Swaney spoke about the local library history book project that she and Anne Magoun have started. The book, which has yet to have a title, will cover 150 years of libraries in the community. They've enlisted local author Heather Schumaker to assist and write the book. Swaney recognized the many people that have helped, especially the TADL librarians. Swaney thanked the Friends of TADL for providing a \$3000 toward the project. Anne Magoun, who was a member of the Citizens For Libraries which helped passage of the millage and bond for Traverse City's current library building, has collected volumes of information and continues interviewing people before they are

gone since many folks who would have been able to share a wealth of information have already passed away.

Magoun admitted that the scope of the project seems to have grown as the research continues, so the book is still evolving. All profits from the book will go toward TADL archives. The Grand Traverse Historical Society has donated \$1000 toward the publishing costs. Magoun and Swaney hope to sell the book through the local bookstores and through the district libraries. Anyone donating \$60 or more toward the project will receive a copy of the book.

Schumaker, local author of *Saving Arcadia*, has been sifting through the collected materials and conducting some of her own research as she begins to write the book. Schumaker, an experienced life history writer, has found many interesting parallels throughout the history of the library. For example, today the library has had to temporarily close its doors due to the COVID pandemic, but long ago it also had to temporarily close its doors due to small pox and other flu epidemics. Schumaker provided a few teaser topics in the book, for instance, in the 1970's the City of Traverse City had passed a criminal ordinance which meant patrons could be arrested for overdue library books (and there were a few!).

The board asked a few questions of the project contributors and were excited about the book project. Vickery noted that in today's rising discord and disharmony that it's an important time to remind us of the institutional commitments that bind us together. President Jones suggested a (hopeful in-person) book kick-off at the library.

10. **New Business**

a. *Northland Library Cooperative Annual Report (Informational)*

Howard stated the Northland Library Cooperative (NLC) annual report was shared for informational purposes only and represents what the Co-Op does as a community of libraries.

b. *Resolution to Approve Member Library Payments for 2021*

President Jones read the resolution to approve member library payments to Fife Lake Public Library; Interlochen Public Library; and Peninsula Community Library in the amounts of \$165,326; \$201,006; and \$203,388 respectively. It was MOVED by President Jones, SUPPORTED by Sullivan, Wescott, and Odgers, to approve the allocations and resolution to approve member library payments for 2021 as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 ayes.

c. *Resolution to Approve in Advance Health Insurance and MERS Invoices for 2021*

President Jones read the full resolution to approve in advance health insurance and MERS invoices for 2021, noting a typographical error in the sixth line that should read "2021" instead of 2020. It was MOVED by President Jones, SUPPORTED by Pakieser to approve the resolution as amended.

A roll call vote was taken with the following results:

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

Motion CARRIED with 7 ayes.

d. *Resolution to Approve Purchase of New Sorter*

President Jones read the full resolution to approve the purchase of a new Sorter in an amount not to exceed \$120,000. Howard explained that the Sorter was essential to library operations

and since the current Sorter warranty is expiring and replacement parts cannot be guaranteed it is time to retire it and purchase a new one. She also noted that the resolution should be amended to add the words 'from the Public Improvement Fund' after \$120,000 in the last line. It was MOVED by Pakieser, SUPPORTED by Wescott to approve the resolution as amended. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 ayes.

e. *East Bay Township Safe-Routes-To-School Grant Support Letter*

Howard described the need and benefit of East Bay Township's plan to pursue a grant for sidewalks between the schools on 3-Mile Rd. Although the sidewalk would not directly lead to the library, they would be close and provide patrons a better and safer walkable access to East Bay Branch Library. It was MOVED by President Jones, SUPPORTED by Odgers to authorize Howard to write a letter of support for the grant request. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 ayes.

11. **Public Comment**

President Jones opened the floor for public comment. There was none by attendees, or submitted via email.

12. **Trustee Comment**

Odgers welcomed new Trustee Budzinski and said she was happy that Pakieser was staying on the board.

13. **Adjournment**

With a motion to adjourn by Sullivan, supported by Wescott, a roll call vote was taken with the following results:

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

Motion CARRIED with 7 ayes.

President Jones adjourned the meeting at 5:24m.

Respectfully submitted,

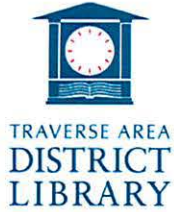


V. Carpenter, Recording Secretary

Approved by board vote on February 18, 2021



M. Pakieser, Board Secretary



Board of Library Trustees Regular Meeting
Library Director Report
 Meeting Date: **February 18, 2021**

Library Activity

For a graphical presentation of the statistical information included below, please visit the link: [online TADL dashboard](#).

Circulation Transactions			
Year-to-date activity			
As of month end	Print/audio/video Circulation	Electronic books/audio/video	Total Circulation/Electronic Usage
January 2020	91,512	21,380	112,566
January 2021	36,052	25,584	61,636

Lending

Physical item circulation decreased 76% in January, from the previous year. Curbside service is keeping us very busy. MEL service is still being offered.

E-Book, magazine, downloadable audiobook and database utilization

In January, electronic use accounted for 41% of all collection utilization versus 18.9% for January 2019. Year-to-date usage of electronic resources increased 19% from 2020.

Visitors – Woodmere, East Bay and Kingsley Facilities

On November 18, 2020, we again closed the library to the public and started offering curbside service. There were zero visitors in January.

Public Computing

Many public patrons have been using our computer appointments, printing and faxing service. Forty-one patrons used our appointment service.

Additions to the Collection

In January 2021, 2,494 items were added to the collection compared to 3,541 in January 2020.

Finances

We are happy to announce we have been awarded the 2% grant from the Tribe for shelving in our local history area and a grant for \$500 from the Human Rights Commission to purchase book club kits about Diversity, Equity and Inclusivity. Finally, we are continuing to work on a Rotary Grant for a bookmobile. Please see Deb’s report for more details.

Facilities

Thank you for the cold weather wishes it really worked! They are still trying to resolve the melting on the east side of the building, but are confident it can be solved. On the agenda is

the extension of the Spence Contract. We are still waiting on some details but I wanted to make sure the Trustees are comfortable with extending this contract for the actual roof work. While we are moving forward to get this work done, our contractor has mentioned that the supply chain for shingles has been disrupted and it is uncertain if we'll be able to find the supplies needed to replace the roof until late fall.

We are looking to start the process to replace our lighting, including looking at financing options and costs.

Other News

Covid Update: A big question on all our minds is when will we reopen. The numbers I am watching are provided by the State of Michigan [Safe Start Map](#). We are currently at 5% positivity. For comparison, on October 23, 2020, we were at 4.1% positivity rate. With numbers across the State and locally in decline, I am looking to reopen on March 1st.

I wanted to thank the Traverse Area Historical Society for being great partners with TADL. They have agreed to fund half the cost to microfilm the Record Eagle and annually generously donated \$1,200 to assist with upkeep. We have increased staff hours as we are seeing increasing interest and demand for help with Local History reference questions and donations.

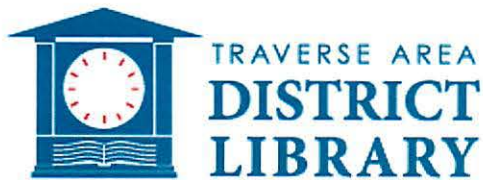
Our data collection phase is complete for the Strategic Planning process. MCLS is now compiling the data to present to the Committee in March. Some trends so far are: being a community space, providing opportunities for diversity in books and programs, being a place for discussions that is welcoming to all, increased outreach and visibility in the community, and finding ways to bring the beauty of the outside into the library.

TADL Operations

Please see the departmental reports for a more in-depth look at what is happening at the Main Library and East Bay and Kingsley branches.

Stay Warm!

Michele P. Howard
Director



Administrative Reports
for the month of January
(February 18, 2021 Board Meeting)

Adult Services

- Programs for adults this month were plentiful and varied. We held 13 programs in January with a total live attendance of 250 and video views totalling over 100. Adult Services Librarian Betsy Myers worked with Just Bee Yoga during the month of January to offer online yoga for adults in two sessions per week, one for beginners and one that was more advanced. We also touched on topics of local history and research with "If These Walls Could Talk" about researching the history of your older home; learning about Anishinaabek history, culture, and traditions with JoAnne Cook a member of the Grand Traverse Band; supporting TAHS's monthly program meeting; and Ross Richardson returned with another popular shipwreck program "Seeking the LORD, the Search for the JARVIS LORD Shipwreck". Library Assistant Kelly Haug moved our very popular annual Vision Board creation workshops to a virtual environment by providing the supplies for making the boards as an adult craft kit and then organizing a Zoom meet-up so people could work on their vision boards in community with each other and share.
- AS Coordinator Melissa McKenna spent a chunk of time at the end of the month working on the NEA Big Read grant through Arts Midwest. There is more about that program in the Youth Services Report below.
- Michele Howard initiated a donation to TCAPS Central High School of the old microfilm reader from Adult Services. (This is the one that we replaced with the newer one from NMC last year.) Melissa handled the transfer arrangements and TCAPS staff are very happy to have a microfilm reader in their building to be able to look up the older transcripts for their former students rather than having to drag their reels of microfilm over to the library to use our machines. Plus, it increases the level of privacy for those former students and their records.
- This month Melissa submitted a request for sponsorship to Traverse City Human Rights Commission for their surplus budget funds that are being disbursed to community organizations to fund projects that bring attention to racial and social injustice. TADL requested \$500 to support the purchase of 7 Book Club Kits of titles that deal with themes of social and/or racial justice, both fiction and nonfiction.
- January Adult Services Statistics:
 - Questions answered via Phone - 2,434
 - Questions Answered via Email/Chat - 535
 - Readers' Advisory/Tech Help - 89
 - Craft Kits Distributed - 88 (3 different crafts)

Respectfully submitted,
Melissa A. McKenna
Adult Services Coordinator

Youth Services



In January, Youth Services created 10 craft projects and was able to distribute most of those through TADL Main's Curbside service. Crafts ranged in age and interest from preschool to early elementary and tween, as well as LEGOs, STEAM, and Nature Makers. We even collaborated with the United Way in distributing bags to the public for Martin Luther King Jr. Day. Over 150 MLK Day activity bags were given out. In total, 11 craft projects totalling 558 crafts were handed out to our community. Since September, Youth Services has created 43 different craft projects and handed out nearly 1,900 craft kits to our community members.



The aforementioned Martin Luther King Jr. Day collaboration with the United NW MI extended to our programming, as well. TADL presented a special MLK Day storytime featuring Mr. Matt (Archibald), internationally known author Peter H. Reynolds (pictured via video), and United Way NW MI Executive Director Seth Johnson as a guest reader. A fun and inspiring morning was had by all as we celebrated Dr. King's legacy of service to our community and kindness to one another. Youth Services also created Kindness Leaves to celebrate MLK Day. Patrons were invited to write a kind act they promised to do and the leaves that were returned were posted on a paper tree in the entryway to the library. Thank you to Michele Rudd for her creative tree making.

Youth Services continues to host virtual programs nearly every day of the week. Due to diminishing virtual attendance, though, we have reduced the number of storytimes we offer from 5 per week down to 3 (Monday-Wednesday-Friday). Staff not doing Storytime now concentrate on the **Build Your Own Storytime** portion of our website, where families with babies and toddlers can find weekly videos of songs, rhymes, and activities they can do with their children, as well as lots of great book suggestions. Build Your Own Storytime is now available on TADL's YouTube channel and TADL's website: tadl.org/buildstorytime



Youth Services Coordinator Andy Schuck and Newton Road's continue to expand STEM Kit offerings to regional libraries via our LSTA grant. As of January 31st, orders for the remaining 5 libraries in the project have been completed and deliveries are being scheduled via Newton's Road to Bellaire, Leelanau Township, Leland Township, Suttons Bay, and Kalkaska libraries. We expect to wrap up the STEM Kits in Regional Libraries project with Newton's Road by early April.

Youth Services Coordinator Andy Schuck also assisted in writing the grant application for the 2021-2022 NEA Big Read through Arts Midwest. Our community partner at The Dennon Museum contacted us about our interest and, even with limited time to complete the application, TADL staff, including Adult Services Coordinator Melissa McKenna and Library Director Michele Howard, rose to the occasion to put together a great application. We selected the book *An American Sunrise* by Joy Harjo, the United States Poet Laureate and first Native Person to be US Poet Laureate. We are

excited to see this project through.

Youth Coordinator Andy Schuck continues to lead the STEAM/Maker Alliance of NW MI. A primary goal of the group is to make STEAM accessible for all families. In addition to the STEM Kits mentioned above, the group is also planning this year's Virtual MakerFest, with one weekly STEAM or Maker activity planned during the months of March and April.



Youth Services held 15 virtual programs in January with a live attendance of 40 patrons, and Facebook Live statistics of 127 1-minute plays, 78 comments, and 294 engagements. Our most popular virtual program was the MLK Day afternoon Tween program featuring illustrator Corinne Roberts. Ms. Roberts taught our young artists how to "Draw Their Pets" (see picture). More live programming is being added to our February and March programming.

Youth Services has not been as busy answering the phones as Adult Services or the Circulation Departments have been. In January, we answered 55 reference questions, including 36 via phone, 10 walk-in, and 9 via digital. In December we had answered 75 reference questions, including 70 via phone, 3 digital, and 2 walk-in. All YS staff members continue to help with the large amount of holds each morning and also assist the Circulation Department with its Curbside service.

Submitted by Andy Schuck
Youth Services Coordinator

Teen Services

Teen Services has continued to provide craft kits for patrons to pick up through curbside. The kits have been very popular and we often run out before we plan on putting out the next one so we are increasing the amount of kits for each craft. So far this year we have passed out 67 crafts including: no-sew scarves that were initially put out in December, felt hand warmers and ombre candles.

In January we spent our time preparing a new service for teens: subscription book boxes. Teens let us know what they like to read when they sign up for the service. We then put together a box with a book we selected for them along with some trinkets and snacks. Each box is themed and teens can receive boxes every other month. The books and the boxes need to be returned but the snacks and trinkets are theirs to keep. We will keep working on new ways to reach our teen patrons since they seldom show up to virtual programs. I can't wait to have programs in person again!



Linda Smith
Teen Services Coordinator

Sight & Sound

January was a busy month. Michele and I are working with Doug and the TADL Friends to organize a "Random bag of Jazz" sale. Starting on March 1st, patrons can order a bag of 10 CDs for \$10 from the TADL Friends. The proceeds will be split 50/50 between the TADL Friends and the Saunders Jazz fund. We are excited to be partnering with the TADL Friends during these tough times for fundraising. The TADL curbside team will serve up the bags through the curbside service. Here's the link to the sale. [TADL Friends/ Saunders sale page.](#)



I've been busy preparing for a program funded by the Saunders Jazz donation. Pandemic Blues: An evening of music at 78 RPM will be on Feb. 11 at 7:30 pm with special guest Alex Tank from 78s for the People.

We are also looking forward to the Strategic Planning for TADL. This is an exciting time to imagine what TADL will do to serve our community over the next decade.

Curbside, curbside, curbside... lot's of running curbside. It's been our pleasure to support Circ in this essential duty. Happily patrons are being well served. We get lots of happy comments and we are getting our steps in!!

- I prepped some old equipment for sale or disposal.
- Shannon is working on new signage throughout the department.
- Keith has been weeding and finalizing the repackaging efforts.
- Shannon has become a regular support staff for the Circulation curbside phone team.

I just want to say I'm very proud of our S&S team! Keith, Mike, Shannon, Rich, Chad, Wes, Garrett and Dale have all done a great job rolling with the many challenges that this pandemic has brought.

On Aaron's Desk: Library of Things Collection development, S&S Staff meet-up, Developing and supporting new programming for 2021.

Thanks for reading.
Aaron

Circulation

Curbside stats-

- For the month we had 7,145 patrons use curbside pickup.
- Our busiest day we helped 380 patrons

- Our busiest hour we had 66 patrons
TADL-wide, we sent out 1,306 items in MelCat. We received 1,654.

Anita Chouinard
Circulation Coordinator

Marketing and Communications

We continue developing and testing new ways to improve communications with and for library patrons. This included a trial of LibraryAware (a reader's advisory service) and new webpages to support tax forms and the strategic planning survey. We're also posting multiple new videos each week on our Youtube channel. Attended Library of Michigan webinar on Collaborating with Positivity.

New social media followers in 2020: 1,800

Press: Blind Date with a Book & Community Survey,
upnorthlive.com

Heather Brady
Marketing & Communications Manager



HR & Finance

Human Resources – We have a few things going on here. We are in the process of hiring a PCC Desk Attendant. Isaac Vanderwal has decided to move on to other challenges to which we wish him luck. We are also looking to fill a position at KBL that is being vacated by Karen Pack as she retires. We decided to make a few changes at this time and made one of the part time positions into a full-time position. Beth Anderson, a long time KBL part time employee, applied and is now a full-time employee at KBL! We also, after much budget figuring, are changing the other part time position into a split part time position. We are looking to hire someone who will be able to work 19 hours at KBL and another 10 hours in the Local History Collection. With the receipt of a couple of monetary donations from the Traverse Area Historical Society and the donation last year from the Women's History Project of Northwest MI; and notice of impending grant money from the local Tribe of Ottawa and Chippewa Indians, we are looking to slowly increase time in this department.

Finance – You have been provided with the usual monthly financial reports. Looking at the Revenue side, you will see that we have received a little over half of our Property Tax revenue for the year so far. We have also received the annual contract fee from Kalkaska County Library. The fee includes an annual increase of \$1000 due to increased services provided by our Technology Department. Sales are down as expected with the library closed to in person browsing. Heather has a great online store going but a large amount of the Sales line item comes from the sale of books.

On the Expense side, I just want to point out that our personnel insurance items are paid in advance and therefore the percentage is always more than the percentage of the year complete. Also, health insurance is always high at the beginning of the year as we make our

annual contribution into the HSA accounts of the employees who choose this type of insurance. Under Professional & Contractual, most of this cost is due to an annual contract payment. The same can be said for the Communications line item. This includes an annual contract payment but is also higher than last year as we are now paying for several hotspots. Under Insurance & Bonds, you will see that most of our insurance costs have been paid for the year. We had a nice surprise this year as our insurance rates actually went down which allowed us to add on a Cyber Security plan and still stay within our original budget numbers. The last item to note is that the Member Allocation payments did not go out until the beginning of February which is why there is a sharp decrease in expenses from last year.

Deb Radjenovich
Business Manager

Facilities

- Annual fire extinguisher test completed.
- Employee entrance inner door lock replaced.
- Replaced faucet in the staff kitchen.
- I am gathering quotes on retrofitting lights to LED.
- Had duct run from clock tower fans to the northeast corner of the attic. We are attempting to lower the temperature in that area with increased air flow.
- The heat trace in the gutter and roof of the southeast corner was showing a ground fault error. Subsequent inspection showed an issue with the cable running under the metal roof panels. We will address this when we replace the roof.

Bruce Bennett
Facilities Manager

TADL Talking Book Library

During the month of January, we circulated 2952 books through the mail, and an additional 547 books were downloaded by patrons and staff from our Braille and Audio Reading Download (BARD) service.

We continue to offer our version of audiobook and large print curbside service for TBL patrons, caregivers, and residents of senior living facilities. Our Tuesdays @ Two book discussion group, where TBL and TADL patrons gather together, also continues via Zoom.

Polly O'Shea
TBL Librarian

East Bay Branch Library

In January, we partnered with the United Way of N.W. Michigan to give away 100 "Kindness Kits" to our patrons, and they loved them. The kits celebrating MLK Jr. Day on Jan. 18th included a free book, craft project, snacks and hand wipes, along with ideas on how we can

spread kindness throughout our community.

We continued Curbside Service in the month of January, taking 406 phone calls and running 432 unique curbside appointments. We also started a building beautification project, painting the front entrance area a bright blue. It really pops and will welcome patrons back to the building cheerfully when we are open for in-person library service.

Respectfully Submitted,

Rosie May
Branch Manager

TRAVERSE AREA DISTRICT LIBRARY
CONSOLIDATED EXPENSES
MONTH ENDING
JANUARY 31, 2021

CATEGORY	BUDGET	2021 YTD	2020 YTD	VARIANCE	% OF BUDGET
Salaries & Wages	2,431,419	107,434	117,926	2,323,985	4.4%
Social Security/Medicare	68,125	2,623	3,280	65,502	3.9%
Health/Hospitalization	375,446	83,953	79,523	291,493	22.4%
Vision Insurance	4,035	793	693	3,242	19.6%
Dental Insurance	28,908	4,761	4,058	24,147	16.5%
Life Insurance	9,295	1,259	1,266	8,036	13.5%
MERS Defined Contribution Retirement	153,995	6,888	7,681	147,107	4.5%
MERS Unfunded Liability	120,000	10,000	10,000	110,000	8.3%
401K Retirement Contribution	115,820	5,104	5,249	110,716	4.4%
Unemployment Comp.	1,500	0	0	1,500	0.0%
Workers' Compensation	10,000	0	0	10,000	0.0%
Disability Insurance	8,425	908	1,203	7,517	10.8%
Office/Cat./General Supplies/Postage	119,795	4,074	7,930	115,721	3.4%
Covid-19 Supplies	7,000	523		6,477	7.5%
Books/Media/Online Resources	626,100	68,307	71,594	557,793	10.9%
Repair & Maintenance Supplies	6,750	172	121	6,578	2.5%
Professional & Contractual Services	270,355	25,130	22,849	245,225	9.3%
Communications	37,790	4,726	3,002	33,064	12.5%
Education & Travel	45,460	123	1,892	45,337	0.3%
Printing & Microfilming	3,900	0	0	3,900	0.0%
Advertising & Outreach	17,500	886	870	16,614	5.1%
Insurance & Bonds	33,746	33,113	30,093	633	98.1%
Utilities	118,200	1,005	5,972	117,195	0.9%
General Building & Grounds Maintenance	355,170	26,904	13,096	328,266	7.6%
Member Allocations	569,721	0	550,188	569,721	0.0%
Miscellaneous	3,500	0	(809)	3,500	0.0%
Property Tax Reimbursement	6,500	0	0	6,500	0.0%
Furniture/Equipment/Software	85,925	6,307	15,740	79,618	7.3%
Contingency	7,000	0	0	7,000	0.0%
TOTAL EXPENDITURES	5,641,380	394,991	953,417	5,246,389	7.0%
2021 APPROVED BUDGET					
EXPENSES BY CATEGORY					
Personnel	3,326,968	223,722	230,879	3,103,246	6.7%
Supplies	759,645	73,075	79,645	686,570	9.6%
Other Services and Charges	1,461,842	91,887	627,153	1,369,955	6.3%
Capital Outlay	92,925	6,307	15,740	86,618	6.8%
TOTAL EXPENDITURES	5,641,380	394,991	953,417	5,246,389	7.0%
This statement reflects activity through the first month of the 2021 fiscal year.					
Percentage of the year completed 8.3%.					
Certain items with higher percentages may have been paid quarterly or annually for the fiscal year.					

TRAVERSE AREA DISTRICT LIBRARY
REVENUE
MONTH ENDING
JANUARY 31, 2021

CATEGORY DESCRIPTION	BUDGET	2021 YTD	2020 YTD	VARIANCE	% OF BUDGET
Property Tax (Current, Delinquent, Other)	5,164,735	2,823,312	2,626,161	2,341,423	54.7%
State Aid - Library	83,750	0	0	83,750	0.0%
State Aid - TBL	41,075	0	0	41,075	0.0%
Local Support - TBL & Other Grants	18,400	0	6,430	18,400	0.0%
Fees/Services	42,150	17,000	52	25,150	40.3%
Sales	20,000	251	2,257	19,749	1.3%
Penal Fines - \$196,000 for this Category per budget		0			
Penal Fines - Grand Traverse Co.	168,250	0	0	168,250	0.0%
Penal Fines - Leelanau Co.	5,900	0	0	5,900	0.0%
Penal Fines - Benzie Co.	21,850	0	0	21,850	0.0%
Overdue Fines/Replacement Fees	32,000	702	6,484	31,298	2.2%
Interest & Dividends/Gains/Losses on Inv.	15,000	6,044	1,061	8,956	40.3%
Rents & Royalties	2,200	0	900	2,200	0.0%
Contributions	24,570	878	3,894	23,692	3.6%
Misc Revenue & Reimbursements	1,500	31	0	1,469	2.1%
TOTAL REVENUE	5,641,380	2,848,218	2,647,239	2,793,162	50.5%
Transfer In				0	
Use of Fund Balance				0	
TOTAL	5,641,380	2,848,218	2,647,239	2,793,162	50.5%
TOTAL REVENUE, TRANSFERS & USE OF FB	5,641,380	2,848,218	2,647,239	2,793,162	50.5%
TOTAL EXPENDITURES	5,641,380	394,991	953,417	5,246,389	7.0%
REVENUE OVER (UNDER) EXPENSE		2,453,227	1,693,822		
This statement reflects activity through the first month of the 2021 fiscal year.					
Percentage of the year completed is 8.3%.					

**Fife Lake Public Library
Director's Report
February 10, 2021**

December Statistics

Monthly Circulation:

2021	2020	New Patrons
1121	1568	2

Updates:

MDHHS/COVID Updates: According to MDHHS, the library is still required to hold remote board meetings through March 31. We are also limited to no more than 10 patrons from no more than 2 households in study rooms. With these guidelines, we will continue to postpone utilizing the community room for programs including senior activities and fitness. We also will not be renting it out for the foreseeable future. We will utilize the room for private study areas under the guidelines. I will keep you updated as guidelines change.

State Aid: The State Aid report for 2021 (based on 2019 fiscal year), has been submitted to the Library of Michigan.

TADL Strategic Plan: I participated in TADL's first strategic plan meeting. We were each asked to complete in person interviews with community members and to also encourage patrons to participate in the online survey. We included the information in our monthly newsletter and have also posted the information on our social media sites. Our Strategic Plan is scheduled for review this month, but I think we should wait until TADL's is complete to update ours for conformity.

Upgrade Project: I have been able to have conversations with a few companies to assist us in redesigning and updating our interior. I also have been in contact with Tom Freiwald in regards to adding on storage. I will keep everyone up to date on the progress. It is giving the staff some inspiration on what improvements we will be making.

Summer Reading Program: The staff has been brainstorming plans for our Summer Reading Program. The goal will be to increase outreach and outdoor activities. At this time we are not planning on any inside programs, but will keep our fingers crossed for possibilities. We will be reaching out to Joe with the SEEDS programs at Forest Area, for ideas on how we can add to their summer program.

Outreach: We have started a new program: "Grab and Go activity bags. Patrons can take a bag filled with a new activity, books, twice a month, for anyone in their household. So far, they have been very successful.

Fife Lake Township Donation: I have been contacted by Gerianne Street, Fife Lake Supervisor, regarding our request for their annual donation. The donation of \$1,000.00 has been approved by their board, but their auditor would like an official contract regarding the contribution. I will meet with Gerianne to formalize a document for board approval.

Love Locker Location: The locker has been a positive addition to the library and community. The project was featured on 9&10 news and the Record Eagle has contacted Kasey Mehs for an interview. We are receiving positive comments from patrons daily and many are asking how they can contribute to the program. Updated information can be found on Facebook "Love Locker Project" and also on the "Fife Lake Public Library" page. Buckley will also have a location soon.

Library Law Spotlight Library Privacy Act Amendments, Pt 1.: I participated, via zoom, in the webinar discussing the latest updates to the Library Privacy Act. Much of the pertinent information was in regards to what information we can give police and when warrants are required. Because we have security cameras inside and outside the building, this was very useful information. I will update our policies as necessary in regards to the new laws.

Sincerely,
Julie Kintner, Director



FEBRUARY DIRECTOR'S REPORT—JENNIFER THOMET

January was a great month at IPL, albeit a little slower than in December. Staff is still busy with curbside deliveries and finding new and creative ways to serve our patrons. I am very proud of the good work my staff is doing, most of which is out of their “normal” duties. The ladies at IPL have rallied during this epidemic and gone out of their comfort zone into new territories--the virtual world.

Miss Ann's virtual story hour has a regular following and we passed out 128 story hour craft kits. Our adult craft kit, Macramé key chains, had 30 participants, 10 Kid's Activity Kits circulated, and our dog treats are very popular--we passed out over 400 dog biscuits! The United Way of Northwest Michigan provided IPL with 30 activity kits in celebration of Martin Luther King, Jr Day! Our STEM kits and our WIFI hotspots are in circulation. Our state aid report was submitted and our annual financial audit is complete.

IPL is now a Great Michigan Read partner, 30 copies of this year's selected book, *What the Eyes Don't See* by Dr. Mona Hanna-Attisha have been given out. We will host a virtual discussion on March 25th at 6 pm via Zoom. We're looking forward to discussing the Flint water crisis with our community.

IPL's Health and Wellness Series: Live Your Best Life kicked off its first virtual program in January. *Resolution: Healthy Eating 2021* featured Chef Laura who demonstrated how to make a healthy meal of Chicken Fettuccine and Skillet Broccoli. The reference guide can be found on our website (https://www.interlochenpubliclibrary.org/site-assets/files/resolution_-_healthy-eating-in-2021-class.pdf). We are so excited to have Janette Ransom as our Health and Wellness program coordinator! March's feature is *Exercise and Heart Health*.

All of us at IPL look forward to reopening and seeing our patrons again. We are doing our best to keep the safety and health of our community at the forefront of our minds.

Programs January 2021: 13
Program Attendance January 2021: 433
Curbside Pickup January 2021: 664
Questions Answered: 383
Computer Use: 38



FEBRUARY 2021 DIRECTOR'S REPORT - VICTORIA SHURLY

I had hoped with TADL to reopen with limited inside access to the library February 1. However, given warnings from researchers on the COVID-19 variant from the United Kingdom, I have decided to remain at curbside service along with the Traverse Area District Library. The CDC expects the mutation to rapidly become the dominant strain by March. It is doubling in identified cases in the U.S. every ten days. One of the nation's top infectious disease experts is calling it a Category Five storm. He went on to say that we are going to see something like we have not seen yet in this country. The vast majority of patrons are so very grateful for the services we are providing. I will continue to do my best to keep everyone safe while serving our community.

Public boards are still prohibited from in-person meetings, so the PCL Board must continue to meet virtually by law.

We have some great programming planned virtually and as carry out bags for spring, including a meet and greet with staff. There are many programs offered out there by professional presenters, but our PCL patrons far prefer our homespun programs. An Instant Pot session with staff member Mary Morgan attracted a crowd virtually. Take out craft bags continue to be popular. We collaborated with United Way of Northwest Michigan on bags for Martin Luther King Day that included craft, activities and a free book. We ran out of fifty bags in a few days. A How-To Make a Heart Shaped Cake for Your Valentine bag has also run out quickly. The bag included everything needed except kitchen essentials. While all instructions were in the bag, a Zoom session from Vicki's kitchen is offered for those who signed up. We have a few new ideas on ways to offer innovative programming once the weather improves, outside, distanced, masked for a family group where they will reserve a time slot. Our quarterly snail mail newsletter will go out at the end of the month.

The Men's Group has had a successful reorganizational meeting and will continue to meet virtually on the third Wednesday of the month thanks. I am grateful to them for offering to take over the lowering and raising of the mask when it needs to be at half-mast.

We have had numerous OMPS classes snowshoe out through the farm fields to the library. They read in the wintry Children's Garden and play. We generally provide snacks and a parent the hot chocolate. We love our partner in education!

I am having issues for a second time with a pressure release valve that leads to the water heater. I have D&W coming out to look at it and do repairs. They did the initial install on all the plumbing. On the phone, they did not feel it was a big issue and that it can be replaced easily.

Just a quick reminder to all that masks are required when on our porches, when approaching staff outside or in a car during curbside service.

Circulation January 2021: 1247

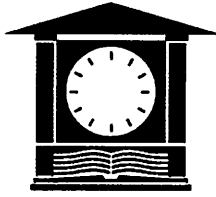
Circulation January 2020: 1836

Hold Transit Counts January 2021: 822 to other libraries, 585 from other libraries to PCL

Hold Transit Counts January 2020: 590 to other libraries, 248 from other libraries to PCL

Programs January 2021: 5

Program Participation January 2021: 175



TRAVERSE AREA DISTRICT
LIBRARY

TADL Board of Trustees Finance & Facilities Committee

February 9, 2021
4:00 pm ~ via Zoom

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: M. Budzinski, S. Odgers, and C. Sullivan Trustees. B. Bennett, D. Radjenovich and M. Howard, staff.

Agenda Approval: The agenda was approved.

Minutes Approval: Minutes from the January 12, 2021 Facilities Committee were approved.

Public Comment: No public comment.

Facilities:

Contract with Spence Brother: Howard explained to the Committee that the current Spence Contract does not include the replacing of the roof as part of the project. Bennett and Howard would like to continue this contract to be the project manager which means a third amendment would be added to the original contract. Spence has been a good partner and has been on time and under budget. They also have extensive knowledge of everything that has been done.

Roof Update: While most of the roof is staying cool with the improvements made to the soffits and insulation, the east side of the building continues to have high temperatures causing melting and icicles. We continue to explore ways to insulate the conditioned space to reduce temperatures which the engineers are confident we can resolve.

Lighting Update & RFP Process: Howard distributed two estimates to replace the lighting including a full replacement or a partial replacement. Project payback is under 5 years for both. Odgers made the motion and supported by Sullivan that Howard bring the issue to the full board for approval to proceed with an RFP.

Bathroom Update: With lots of large expenses currently with roof and lighting, Howard and Bennett continue to get some estimates for the bathroom remodel but want to wait

to 3rd quarter of 2021 to proceed. Howard will look for grants regarding ADA compliance.

Finance:

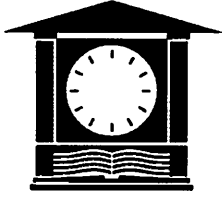
Contract with legal counsel Zeits & Adams: As a result of accounting compliance, Zeits and Adams who currently have 1 contract with TADL, need to have separate contracts. This contract with Zeits is not any increase in cost. Zeits has done a wonderful job as legal counsel and both parties would like to continue this contract. This will be brought to the February meeting .

Next Meeting Date / Time: March 9, 2021 at 4:00pm

Next Meeting Topic Suggestions: Fund Balance Discussion; EV Changing Station

Public Comment: No public comment.

Adjournment: The meeting adjourned at 4:47 pm



TRAVERSE AREA DISTRICT
LIBRARY

TADL Board of Trustees Policy and Personnel Committee

February 2, 2021
10:30 am~ Zoom meeting

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: M. Vickery, J. Wescott, Trustees, M. Pakieser; D. Radjenovich, M. Howard, Staff.

Agenda Approval: The agenda was approved.

Minutes Approval: The minutes of the December 1, 2020 meeting.

Public Comment: There was none.

Policy:

Library Privacy Act Changes and Discussion

On December 28, 2020, the Michigan Legislature passed some amendments to the Library Privacy Act which take effect on March 28, 2021. There are some interesting privacy issues related to these changes that remove video surveillance from being considered a Library Record. The Committee had a lively discussion and will bring it to the whole Board for input at the February meeting. Howard will discuss with legal counsel so that she is aware of the new act and will be prepared to discuss at the February 2021 meeting.

Amendments to Policies 2.1 and 2.2

Howard noticed that reoccurring bills are creeping up past the spending limits as spelled out in library policies 2.1 and 2.2. There was some discussion about the usefulness of raising these limits based on inflation. It was decided that Howard will monitor bills during 2021 for the need for this change and report back in December 2021 for an amendment to the policy.

Trustee Odgers Request to revisit the October Board meeting and her remote attendance

Trustee Odgers requested this to item be discussed. No information was provided so Howard will communicate with Trustee Odgers and bring this back to the Committee in March.

Change of the meeting time

Pakieser requested a change of the committee meeting time to 10 am. All were in favor.

Other:

Pakieser was pleased with being moved to this committee and wanted to discuss the role of board members as being a policy driven board not an operation board. She looks forward to some in-

depth discussion about the current role of the library and its future. Wescott and Vickery agreed that this is an important role of the board and not just to rubber stamp committee work. Pakieser would like to consider a Board retreat when it is feasible. It was suggested that at the February 2021 Board Meeting that the Board discuss the Strategic Planning questions. Howard will email President Jones about this idea.

Next Meeting Date / Time: March 2, 2021 at 10:00 am.

Next Meeting Topic Suggestions: Library Privacy Act

Public Comment: There was none.

Adjournment: The meeting adjourned at 11:50 am.

MAURICE A. BORDEN
JEFFREY L. JOCKS
KARRIE A. ZEITS

RONALD W. SONDEE, OF COUNSEL
JOHN P. RACINE, JR., OF COUNSEL
W. PETER DOREN, OF COUNSEL

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February 5, 2021

Ms. Michele Howard
Library Director
Traverse Area District Library
610 Woodmere Avenue
Traverse City, MI 49686

RE: Proposal for Legal Services

Dear Michele:

Sondee, Racine & Doren, PLC has been providing legal representation to the Traverse Area District Library (TADL) since August 1, 2017. The terms of the engagement have been as such representation was provided for in the Smith Haughey Rice & Roegge proposal for legal services dated March 9, 2017. The SHRR proposal was as follows:

- A. For an annual retainer of \$9,000, we would tender the following services to TADL:
 - 1. Attendance at regular monthly trustee meetings, and travel time and expenses to and from said meetings;
 - 2. Phone conferences with the Library Director at her direction (this includes initial inquiry as well as phone calls on established matters, but is not anticipated to replace face to face meetings as required); and
 - 3. E-mail communication between our firm, the Board, and the Library Director for matters not otherwise specified for active research or analysis.
- B. An hourly rate of \$175 per hour will be charged for matters beyond the retainer which pertain to Library business as authorized by the Library Director, including: contract preparation, leases, employment and labor matters, legal research, state court litigation, and memoranda related to legal matters referred from the Library Director's office.
- C. All expenses incurred on behalf of the District Library will be reimbursed with monthly billings.

As you know in the summer of 2017, the Traverse City office of SHRR was closed. The closure of the office resulted in the creation of two law firms, including the law firm of Danbrook, Adams, &

Raymond (DAR), and my move to Sondee, Racine & Doren (SRD). While SHRR was in existence, the annual retainer covered work by both TADL's general counsel representation (Chuck Judson and myself) as well as TADL's employment law representation (Janis Adams). In order to retain the same value in the retainer for TADL beginning in January of 2018, it was agreed that the retainer would be billed by SRD and split with DAR for all work performed by each under the retainer in proportion to the amount of retainer services provided each month. For example, if 60% of retainer services were provided by SRD in a month and 40% were provided by DAR, 60% of the total retainer amount for that month was received by SRD and 40% of the total amount was received by DAR.

From my discussions with you as well as DAR, it is my understanding that it is the desire of all parties to at this point to have separate legal services agreements with SRD and DAR, including to conclude the current retainer sharing arrangement. As a result, SRD is providing TADL with a new proposal for legal services reflecting this separation.

SRD's proposal for continued legal services to TADL is as follows:

- A. For a monthly retainer of \$450.00, we will tender the following services to TADL:
 - 1. Attendance at regular monthly trustee meetings, and travel time and expenses to and from said meetings;
 - 2. Phone conferences with the Library Director at her direction (this includes initial inquiry as well as phone calls on established matters); and
 - 3. E-mail communication between our firm, the Board, and the Library Director for matters not requiring active research or analysis.
- B. An hourly rate of \$175 per hour will be charged for matters beyond the retainer which pertain to Library business, including: policy preparation and edits requiring significant research and analysis, contract preparation and negotiations, matters requiring significant legal research, litigation, and memoranda or other correspondence related to legal matters referred from the Library Director's office.
- C. All costs and expenses incurred on behalf of TADL will be reimbursed with monthly billings.

This proposal keeps the current billing rate the same as it has been since at least 2016. It also clarifies the services covered and not covered by the retainer as well as reduces the monthly retainer to account for the removal of labor and employment retainer services from coverage by the retainer. The reduced number represents a reasonable calculation of general counsel retainer needs based upon past billings. Attached is a summary of that breakdown for your information.

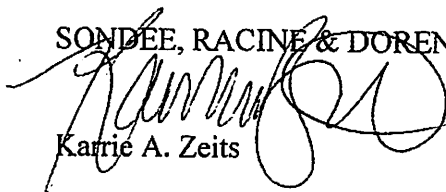
We continue to be proud of our representation of the Traverse Area District Library, and pledge to always provide efficient and cost-effective service in our representation. We would be happy to discuss this proposal with you or any member of the Board who so desires.

February 5, 2021
Ms. Michele Howard
Page 3

Thank you for your consideration.

Sincerely,

SONDEE, RACINE & DOREN, PLC

A handwritten signature in black ink, appearing to read 'Karrie A. Zeits', written over the printed name.

Karrie A. Zeits

KAZ/all
Attachment

TADL
1/1/2019 - 12/31/2020
Adjustments

Date	Total Billable amount	DAR	SRD	Adjustment	Actual amt billed
1/31/2019	\$ 962.50	385.00	577.50	\$ (212.50)	750.00
2/28/2019	\$ 1,242.50	822.50	420.00	\$ (492.50)	750.00
3/31/2019	\$ 2,170.00	1,715.00	455.00	\$ (1,420.00)	750.00
4/30/2019	\$ 1,697.50	1,365.00	332.50	\$ (947.50)	750.00
5/31/2019	\$ 2,135.00	1,225.00	910.00	\$ (1,385.00)	750.00
6/30/2019	\$ 805.00	297.50	507.50	\$ (55.00)	750.00
7/31/2019	\$ 560.00	157.50	402.50	\$ 190.00	750.00
8/31/2019	\$ 297.50		297.50	\$ 452.50	750.00
9/30/2019	\$ 770.00	367.50	402.50	\$ (20.00)	750.00
10/31/2019	\$ 542.50	192.50	350.00	\$ 207.50	750.00
11/30/2019	\$ 805.00	350.00	455.00	\$ (55.00)	750.00
12/31/2019	\$ 980.00	682.50	297.50	\$ (230.00)	750.00
1/31/2020	\$ 542.50	175.00	367.50	\$ 207.50	750.00
2/29/2020	\$ 1,085.00	402.50	682.50	\$ (335.00)	750.00
3/31/2020	\$ 402.50		402.50	\$ 347.50	750.00
4/30/2020	\$ 787.50	192.50	595.00	\$ (37.50)	750.00
5/31/2020	\$ 385.00		385.00	\$ 365.00	750.00
6/30/2020	\$ 595.00	105.00	490.00	\$ 155.00	750.00
7/31/2020	\$ 70.00		70.00	\$ 680.00	750.00
8/31/2020	\$ 297.50		297.50	\$ 452.50	750.00
9/30/2020	\$ 735.00	140.00	595.00	\$ 15.00	750.00
10/31/2020	\$ 805.00	157.50	647.50	\$ (55.00)	750.00
11/30/2020	\$ 735.00		735.00	\$ 15.00	750.00
12/31/2020	\$ 857.50	280.00	577.50	\$ (107.50)	750.00

Total adjustment

\$ (2,265.00)

Act No. 315
Public Acts of 2020
Approved by the Governor
December 29, 2020
Filed with the Secretary of State
December 29, 2020
EFFECTIVE DATE: March 29, 2021

**STATE OF MICHIGAN
100TH LEGISLATURE
REGULAR SESSION OF 2020**

Introduced by Senators MacGregor, Hollier and Johnson

ENROLLED SENATE BILL No. 611

AN ACT to amend 1982 PA 455, entitled "An act to provide for the confidentiality of certain library records; and to provide for the selection and use of library materials," by amending the title and sections 2, 3, and 4 (MCL 397.602, 397.603, and 397.604), section 2 as amended by 1999 PA 37 and section 3 as amended by 1996 PA 188.

The People of the State of Michigan enact:

TITLE

An act to provide for the confidentiality of certain library records; to provide for certain exceptions to the confidentiality of those library records; to provide for the selection and use of library materials; and to provide remedies.

Sec. 2. As used in this act:

(a) "Computer" means any connected, directly interoperable or interactive device, equipment, or facility that uses a computer program or other instructions to perform specific operations, including logical, arithmetic, or memory functions with or on computer data or a computer program, and that can store, retrieve, alter, or communicate the results of the operations to a person, computer program, computer, computer system, or computer network.

(b) "Computer network" means the interconnection of hardware or wireless communication lines with a computer through remote terminals, or a complex consisting of 2 or more interconnected computers.

(c) "Computer program" means a series of internal or external instructions communicated in a form acceptable to a computer that directs the functioning of a computer, computer system, or computer network in a manner designed to provide or produce products or results from the computer, computer system, or computer network.

(d) "Computer system" means a set of related, connected or unconnected, computer equipment, devices, software, or hardware.

(e) "Crime" means that term as defined in section 5 of the Michigan penal code, 1931 PA 328, MCL 750.5.

(f) "Device" includes, but is not limited to, an electronic, magnetic, electrochemical, biochemical, hydraulic, optical, or organic object that performs input, output, or storage functions by the manipulation of electronic, magnetic, or other impulses.

(g) "Harmful to minors" means that term as defined in section 4 of 1978 PA 33, MCL 722.674.

(h) "Internet" means that term as defined in 47 USC 230.

(i) "Law enforcement officer" means an individual licensed under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615.

(j) "Library" means a library that is established by this state or by a county, city, township, village, school district, or other local unit of government or authority or combination of local units of governments and authorities, a community college district, or a college or university, or a private library open to the public.

(k) "Library record" means a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. Library record does not include either of the following:

(i) Nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

(ii) Recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from a library.

(l) "Minor" means an individual who is less than 18 years of age.

(m) "Obscene" means that term as defined in section 2 of 1984 PA 343, MCL 752.362.

(n) "Sexually explicit matter" means that term as defined in section 3 of 1978 PA 33, MCL 722.673.

(o) "Terminal" means a device used to access the internet or a computer, computer program, computer network, or computer system.

Sec. 3. (1) A library record is not subject to disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(2) A library or an employee or agent of a library shall not release or disclose a library record or portion of a library record to a person without the written consent of the person liable for payment for or return of the materials identified in that library record, unless 1 of the following applies:

(a) A court has ordered the release or disclosure after giving the affected library notice of the request and an opportunity to be heard on the request.

(b) The release or disclosure is permitted under subsection (5).

(3) The procedure and form of giving the written consent described in subsection (2) may be determined by the library.

(4) A library may appear and be represented by counsel at a hearing described in subsection (2)(a).

(5) A library or an employee or agent of a library may disclose library records without a court order or the written consent described in subsection (2) under either of the following circumstances:

(a) The library or an employee or agent of the library may report information about the delinquent account of a patron who obtains materials from the library to a collection agency under contract with the library. The library or an employee or agent of the library shall provide the collection agency with only the library records necessary to seek the return of overdue or stolen materials or to collect fines from the patron.

(b) The library or an employee or agent of the library may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans. The library records must be limited to those required for providing interlibrary loans.

(6) This section does not prohibit an employee or agent of a library from providing a sworn statement or testimony to a law enforcement officer based solely on the personal knowledge of the employee or agent of the library regarding a crime alleged to have occurred at the library.

(7) As used in this section and section 4, "employee or agent" includes an employee of a library, a member of the governing body of a library, an individual who is specifically designated as a volunteer and who is acting solely on behalf of a library, and any other person who is lawfully performing services on behalf of a library under a written contract, including a collection agency.

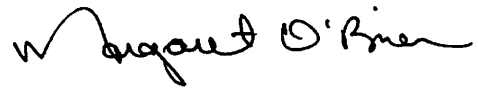
Sec. 4. (1) If a library or an employee or agent of a library violates section 3, the library is subject to liability to the person identified in a library record that is improperly released or disclosed. The person identified in the library record may bring a civil action against the library for actual damages or \$250.00, whichever is greater, reasonable attorney fees, and the costs of bringing the action. A court also may grant equitable relief to a person under this subsection.

(2) If an employee or agent of a library knowingly violates section 3, the employee or agent is subject to liability to the person identified in a library record that is improperly released or disclosed. The person identified in the

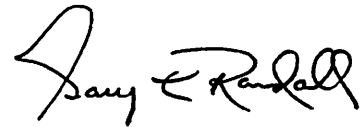
library record may bring a civil action against the employee or agent for actual damages or \$250.00, whichever is greater, reasonable attorney fees, and the costs of bringing the action. A court also may grant equitable relief to a person under this subsection.

(3) A civil action brought under this section by or on behalf of a person identified in a library record must be brought within 180 days after the date that the person first knew or had reason to know of the release or disclosure of the record giving rise to the civil action.

Enacting section 1. This amendatory act takes effect 90 days after the date it is enacted into law.



Secretary of the Senate



Clerk of the House of Representatives

Approved _____

Governor

Community Leader Interview Discussion Guide

“I’m on the Strategic Planning Committee for the Traverse Area District Library, and we’re trying to learn more about people’s aspirations for the community, and how the library can help. Would you be willing to answer five quick questions?”

1. What kind of community do you want to live in?
2. Why is that important to you?
3. How is that different from how you see things now?
4. What are some of the things that need to happen to create that kind of change?
5. Thinking about the library in the context of the community aspirations and things that need to happen, what role might the library play?

Notes from the conversation

Who did you talk with?

Key ideas you want to remember: