



Board of Trustees Regular Meeting MINUTES

Thursday, June 16, 2022 at 4:00pm
Fife Lake Public Library
77 Lakecrest Ln., Fife Lake, MI 49633

1. **Call to Order**

The meeting was called to order by President Odgers at 4:05pm. Present were: Odgers (President); Sullivan (Treasurer); Vickery and Jones (Trustees); Deyo (Trustee, arrived at 4:19). Pakieser (Vice President) and Wescott (Secretary) were absent. Also present were: Howard (Director); Radjenovich (Assistant Director for Finance and Human Resources); and Carpenter (Staff).

2. **Pledge of Allegiance**

All members in attendance recited the Pledge of Allegiance to the Flag of the United States of America.

3. **Approval of the Agenda**

Howard requested a removal of item 10a, Whistleblower Policy for approval since there were additional edits from Counsel. She also requested the addition of item 10e, an indirect state aid payment to Northland Library Cooperative. Howard noted that a Closed Session is recommended to review a memo from labor-relations Counsel, Janis Adams. No action is required following the review. It was MOVED by Sullivan, SUPPORTED by Jones, to approve the agenda as presented with the aforementioned amendments. Motion CARRIED.

4. **Public Comment**

President Odgers opened the floor for public comment. The following people addressed the board: Brett Boulter, TADL staff member, introduced himself as the new Faculties Manager. He's excited to be taking on this new position as soon as his current position in the Circulation Department is filled.

5. **Consent Agenda**

- a. *Regular Meeting of May 19, 2022*
- b. *Department Reports*
- c. *Finance and Facilities Committee Report – June 7, 2022*
- d. *Policy and Personnel committee report – June 7, 2022*
- e. *Financial Report – Narrative | Expenses | Revenues*
- f. *Member Library Communications – FLPL | IPL | PCL*
- g. *Friends of TADL Report – Donna Hornberger, President*
- h. *Correspondence*

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

A typo was acknowledged by Sullivan, who MOVED, SUPPORTED by Jones, that the date of the minutes of the consent calendar should be May 19, 2022. The attached minutes are the correct date. Motion CARRIED.

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

No items were removed from the Consent Calendar.

7. **Director Report**

Howard confirmed her written report and added the following:

- Howard was excited to report that a real mermaid will be at the library on June 20th reading to children for the Summer Library Challenge.
- There will be a live release viewing of the James Webb Telescope photos at TADL on July 12th. will be released.

8. **Audit Report**

Howard was pleased to report a clean audit. TADL received the highest rating and encountered no problems. Howard gave an overview of the audit, which was presented by the auditors at the Finance and Facilities meeting. Spending comparisons were challenging due to the pandemic, but everything is on track. The MERS Unfunded Liability is now funded at 97%. Howard noted that the member agreements and union contract were both settled and reflected in the audit. It was MOVED by Sullivan, SUPPORTED by Jones to accept the 2021 audit as presented. Motion CARRIED.

President Odgers inquired as to whether each board approval involving financial matters needed a roll call vote. Zeits explained that it is not required.

9. **Old Business**

a. *Policy Removal: 4.8.1 Public Access Laptops and Other Mobile Computer Devices*

Howard noted that the revision to policy 4.8 at the last board meeting rendered 4.8.1 unnecessary. It was MOVED by Vickery, SUPPORTED by Sullivan, to remove the redundant policy 4.8.1 as presented. Motion CARRIED.

b. *Policy Removal: 4.5 Bulletin Board and Brochure Policy*

Howard explained that the upkeep of the public bulletin board has become onerous for staff. Very few of the posters received fit the policy for posting since most have been paid events. Staff would like to use the bulletin board space as a communications space to support the library's mission and to showcase library events within the district. Most patrons look elsewhere for events in the area, such as Northern Express and the Ticker. Conversation ensued around whether there might be alternative spaces in the library to place public postings. It was MOVED by Jones, SUPPORTED by Vickery to remove the bulletin board and brochure policy at this time. Motion CARRIED.

c. *Library Closure October 14, 2022 for Staff In-service Day*

Howard reminded the board that per the Teamsters Union agreement, staff receives an annual in-service. TADL has secured speaker Michael Stephens for October 14, 2022. Fife Lake Public Library and Peninsula Community Library have decided to close for the in-service so that they may attend. It was MOVED by Jones, SUPPORTED by Deyo, to close TADL Main and the Branches on Friday, October 14, 2022 so that the staff can engage in an annual in-service. Motion CARRIED.

10. **New Business**

a. *New Policy: 7.10 Whistleblowers Policy*

This item was removed from the agenda.

b. *New Policy: 4.15 Social Media Policy*

Howard emphasized, that one aspect of the Social Media policy allows staff to respond to the identical behavioral incidents, such as hate speech, in the same way by removing the person from the library building or removing the media post from the library's social media page. Zeits (Counsel) briefly reviewed her revisions and suggested the board consider adding the board members to the employee responsibility section. This would hold both staff and trustees responsible to refrain from representing their post as the Official Library position, and when responding to posts(s) on TADL social media pages to include a disclaimer reflecting that the content contained therein is in no relation to their professional duties as an employee or trustee of TADL. It was agreed by the members that it would be prudent to include the board in the staff responsibility section as well. It was MOVED by Vickery, SUPPORTED by Sullivan to approve new policy 4.15 Social Media Policy with the amendment suggested by Counsel. Motion CARRIED.

c. *New Policy 2.9: Electronic Transactions Policy*

Per the Library of Michigan guidelines, TADL should have an electronic transactions policy. TADL has been following a consistent policy, although it has not been formal. Radjenovich wrote this policy as part of the Libraries Financial Management Certification Program that she and Howard completed in May. The policy authorizes and regulates the use of electronic transactions and Automatic Clearing House arrangements for TADL in compliance with Public Act 738 of 2002. It was MOVED by Jones, SUPPORTED by Vickery to adopt the policy as presented. Motion CARRIED.

d. *Resolution: Transfer of Funds to Michigan CLASS*

The trustees were presented with 2 resolutions on moving money between Fifth Third and MI CLASS. As discussed and agreed at the Finance and Facilities Committee meeting that due to low performance, that TADL should transfer \$400,000 from the Fifth Third Money Market to the Michigan CLASS investment account. The second option resolution would allow the Library Director and Assistant Director of Finance and Human Resources to transfer funds between the accounts as deemed necessary to achieve maximum monetary returns and to maintain TADL operations. A lengthy discussion was held regarding the need for managerial dexterity and nimbleness when situations change rapidly, and the concern that management was comfortable with those decisions outside of board approvals. Overall it was felt that the second option was best and most expeditious was to optimize operations. Jones read the resolution in full, in which the Library Director and the Assistant Director of Finance are authorized to move funds between accounts as deemed necessary, and MOVED, SUPPORTED by Sullivan, to adopt the resolution as read. Motion CARRIED.

e. *Approval of payment of Indirect State Aid to Northland Library Cooperative.*

As part of membership in the Northland Library Cooperative, all members give one-half of their State Aid to the Cooperative. Howard brought this before the board for approval since the amount is over her \$25,000 spending limit. It was MOVED by Vickery, SUPPORTED by Jones to approve payment in the amount of \$26,040.07 to Northland Library Cooperative. Motion CARRIED.

11. **Public Comment**

President Odgers opened the floor for public comment. The following people addressed the board: Noreen Broering, Fife Lake Public Library (FLPL) Board President, expressed appreciation for all that TADL provides to them.

12. **Trustee Comment**

Jones congratulated the TADL staff for getting library cards and providing tours to 33 first grade classrooms.

Vickery underscored the activities and achievements of staff. The Book Bike was surrounded by people at the Farmer’s Market, and noted that those small things staff do are important in the community. He congratulated Howard and Radjenovich both for engaging in professional development and completing the Library Financial Management Certification.

Deyo, was pleased with the teen volunteer program and the opportunity for that age group to make contributions in the community.

13. **Closed Session**

It was MOVED by Vickery, SUJPPORTED by Deyo, to enter into Closed Session to consider written attorney-client communication regarding a personnel issue as permitted by MCL 15.268(a). A roll call was taken with the following results:

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

Audience members left the room at 5:00pm and the board entered into Closed Session.

The meeting reconvened at 5:23pm. No action was needed since the content of the closed session was informational only.

President Odgers reminded the Trustees and the public that there is no meeting in July. The next meeting is scheduled for August 18 at the Peninsula Community Library.

14. **Adjournment**

With a motion to adjourn by Jones, supported by Vickery, President Odgers adjourned the meeting at 5:24pm.

Respectfully submitted,

Approved by board vote on August 18, 2022

V. Carpenter, Recording Secretary

J. Wescott, Board Secretary