



AGENDA

Board of Trustees Regular Meeting
Thursday, September 17, 2020 at 4:00pm

Virtual Meeting via Zoom

<https://us02web.zoom.us/j/83057539494>

Call-in: 1-312-626-6799 | Webinar ID: 830 5753 9494

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment***
5. **Approval of Minutes**
 - a. [Regular Meeting of August 20, 2020](#)
6. **Reports and Communications**
 - a. [Director Report](#) | [Departmental Reports](#)
 - b. Financial Reports – [Expenses](#) | [Revenues](#)
 - c. Member Library Reports – FLPL | IPL | [PCL](#)
 - d. Committee Reports
 1. Finance & Facilities and Services Committee – did not meet in July | September 15, 2020
 2. Policy & Personnel Committee – did not meet in July | [September 1, 2020](#)
 - e. Other Reports and Communications
 1. Friends' Report – Doug Weaver, President Friends of TADL
7. **Presentation: Tony Radjenovich, Municipal Employees' Retirement System of Michigan**
8. **Old Business**
 - a. [Memo – Budget Approvals](#)
9. **New Business**
 - a. [Remote Participation at Meeting by TADL Board Members](#)
 - b. New Policy Approval - [4.12 Art Exhibition Policy](#)
10. **Public Comment***
11. **Trustee Comment**
12. **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.



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, August 20, 2020 at 4:00pm
Virtual Meeting via Zoom

1. Call to Order

The meeting was called to order by President Jones at 4:10pm. Present were: Jones (President), Odgers (Vice President), Sullivan (Treasurer), Vickery, Pakieser, and Wescott (Trustees). 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 August 20, 2020 agenda.

3. Approval of Agenda

It was MOVED by Sullivan, SUPPORTED by Odgers, to approve the agenda as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes.

4. Public Comment

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

5. Trustee Resignation | Resolution of Appreciation – Trustee, Stephanie Mathewson

President Jones announced that Trustee and Secretary Stephanie Mathewson had resigned from the TADL Board of Trustees to pursue a family opportunity in the UK. Vickery stated that Mathewson was a delight to work with, appreciated her clarity and honesty, and appreciated the brief opportunity to work with her on the board. Jones echoed Vickery’s sentiments and added special thanks for her service during the new director search. He read aloud a Resolution of Appreciation for Mathewson. It was MOVED by Vickery, SUPPORTED by Wescott and Sullivan, to accept and approve the resolution of appreciation as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes.

a. Selection of Secretary Successor

Vice President Odgers noted that she had contacted all eligible trustees regarding the open Secretary position on the board following Mathewson’s resignation. With Pakieser’s acceptance of the nomination it was MOVED by Odgers, SUPPORTED by Jones, to nominate and approve Pakieser as the TADL Board of Trustees Secretary moving forward. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes.

b. Re-assignment of Policy and Personnel Committee Chair

President Jones asked Vickery, member of the Policy of the Policy and Personnel Committee, to take the position of Committee Chair in place of Mathewson. Vickery accepted.

6. Approval of Minutes

a. Regular Meeting of June 18, 2020

It was MOVED by Vickery, SUPPORTED by Sullivan, to approve the regular meeting minutes of June 18, 2020 as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes.

7. Reports and Communications

a. Director Report

Howard confirmed her written report and added the following:

- Overall, there have been about half the typical number of patrons visiting the library since reopening.
- Staff is diligently keeping up on cleaning of high touch areas during working hours. Howard and Bennet, TADL's Facilities Manager, are looking into an ionization unit for the HVAC system. Howard is applying for a grant that could cover up to half the cost of the upgrade.
- New books are in demand and orders are continually being placed.
- TADL was awarded a \$2000 Google grant that can be used to help patrons find jobs. Michigan Works! matched that grant and there are plans to set up an interview room with needed computer equipment among other resources to aid in job searching.
- Howard is very proud of the staff for all the innovative programming throughout the pandemic. The Build-a-Castle program which was conducted outside in a socially distanced manner and layout on the front lawn was an extremely successful youth program. The large boxes used to build the castles were donated from Max's Service.

Trustees inquired about various library service plans as schools are reopening. Howard noted that TADL is in a holding pattern right now, watching for changes, and is looking at the possibility of expanding to seven (7) days per week if the community need is there. Teachers have been sent a survey to see how the library can help them under the various back-to-school plans. TADL staff has developed a new Student Success portal for students, parents, and teachers with an array of resources to help students succeed which will be accessible on the TADL website.

President Jones noted that Administrative Reports were included in the board packet. There were no additions to those reports.

b. Financial Reports

Radjenovich provided a detailed written review of the financial reports in the board packet and highlighted the following:

- Expenses – At 58.3% of the way through the year, expenses are in line at 55.4%. Three (3) staff members are using the educational benefit which was already allocated in the 2020 budget, however travel expenses have gone down since the pandemic as many training opportunities have been cancelled or been modified to an online format. Radjenovich has set up a system to track COVID-19 related expenses. So far those costs are at approximately \$14,000 for PPE (Personal Protection Equipment) requirements. Utility costs may rise due to CDC guidelines to increase the outside airflow into the building. Workman's Comp claims this year are expected to impact costs in the coming year. Pakieser suggested including a 'cost of care' line in future expense reports. Radjenovich will accommodate that in the next expense report.

- Revenues – Revenues are looking better than expected a few months ago amidst the pandemic. TADL and the Talking Book Library have each received the bulk of their State Aid. This is important because part of TADL’s aid goes to the Northland Library Cooperative and part toward the member libraries yearly budget. TBL also received the 2nd half of a grant from Antrim County. Penal fines received are down about 11% of what was budgeted.

c. *Member Library Reports*

- Vicki Shurly, Director of Peninsula Community Library (PCL), reported that circulation statistics, like other libraries, have been low with about half of the PCL patrons choosing curbside, however internet usage has seen an uptick, both inside of and outside of the library. Hands-on craft kits have been very popular with kids as they seemed to be getting a bit ‘virtual programmed out’. Shurly anticipates offering some adult craft kits for the Fall as well. Twenty-five (25) completed the Summer Reading Program, with others partaking on a lesser level. The Children’s Garden is almost complete with many special features including an ADA compliant picnic bench, a xylophone, a fairy garden, butterfly garden, and a Little Free Library just for children. Like TADL, PCL has also been a recipient of CARES Act grant money.
- Renee Kelchak, Director of Interlochen Public Library (IPL), noted that IPL also received money from the CARES Act grant which will be used to improve community access to Wi-Fi, which will be important for virtual school needs since many families in the area do not have internet. A memorial park bench has been added in the library’s rain garden. The IPL Friends recently sold 360 potted mums, breaking their goal for sales and they will be starting online book sales.

A written report was provided from Julie Kintner, Director of Fife Lake Public Library (FLPL), and included in the board packet.

d. *Committee Reports*

- Finance and Facilities and Services Committee – Sullivan reported that the committee had met and discussed issues later on the agenda. They also received an update on work being done in the Children’s Garden and noted temperatures are not cold enough yet to test the work that was done on the roof last year.
- Policy and Personnel Committee – Vickery reported that the committee had met and discussed the revision to the behavior policy later on the agenda and reviewed several topics that need continued discussion including the idea brought forth at a previous meeting to allow for continued remote access for board meetings following the pandemic situation’s demand for virtual meetings. Vickery noted that although this idea is still under discussion, a general remote access policy may not be worth the extensive pursuit that may be required to develop and apply it.

e. *Other Reports and Communications*

- Friends’ Report – Doug Weaver, TADL Friends Board President
Howard reported in Weaver’s absence that the Friends of TADL are looking at alternatives for the Fall booksale. Donations are abundant and they have considered many ideas ranging from mystery bags full of books to donating some to Senior Living Centers.

8. **Old Business**

a. *Policy Revision – 4.1 Behavior Policy*

President Jones noted that the word ‘masks’ on item 19 was replaced with the words ‘face coverings and/or maintaining six (6) feet social distancing’. As noted in the Policy Committee meeting this was an important distinction to make. It was **MOVED** by Vickery, **SUPPORTED** by Wescott, to approve the revision of 4.1 Behavior Policy as presented. A discussion ensued on the

difference between and/or usage of the terms social distancing and physical distancing. Zeits' (Counsel's) opinion was that either could be used but that social distancing is now ubiquitous terminology and is used by the Health Department and many other businesses and agencies. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes.

9. New Business

a. *Approval of L-4029 Tax Rate Request*

President Jones introduced the 2020 tax rate request form L-4029 request for .9292mils after the Headlee Rollback. This is an annual request sent to all townships in the TADL taxing district and TADL expects to see an increase in collections over 2019. It was MOVED by Vickery, SUPPORTED by Pakieser, to approve the 2020 tax rate request as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes.

b. *Resolution to Pay MERS \$110,000 from Internal Service Fund and Revision of the Budget*

It was MOVED by Sullivan, SUPPORTED by Pakieser, to approve the resolution to pay MERS \$110,000 from the Internal Service Fund and to increase the Unfunded Liability Account by the same amount. Discussion ensued on the definition of an unfunded pension liability and what the trajectory is for TADL's MERS pension funding fulfillment. Howard noted that TADL is in good standing, 85% funded at this time and that, although it can improve, the unfunded liability will not be 100% funded until all members or their beneficiaries receiving defined benefit pension payments are no longer eligible. A roll call vote was taken with the following results:

Wescott – aye	Pakieser – aye	Vickery – aye
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Motion CARRIED with 6 ayes.

10. Public Comment

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

11. Trustee Comment

Vickery expressed appreciation and support of the library Summer Reading Club, giving kudos to the staff for an exceptional program which kept his grandkids mightily entertained with dragons, knights and falderal (shenanigans!).

12. Adjournment

With a motion by Pakieser, supported by Westcott, and a roll call vote with the following unanimous results:

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

Motion CARRIED with 6 ayes.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on September 17, 2020



M. Pakieser, Board Secretary



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MINUTES - DRAFT
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9. New Business

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Motion CARRIED with 6 ayes.

Respectfully submitted,

Approved by board vote on September 17, 2020

V. Carpenter, Recording Secretary

M. Pakieser, Board Secretary



Board of Library Trustees Regular Meeting
Library Director Report
 Meeting Date: **September 17, 2020**

TRAVERSE AREA DISTRICT
LIBRARY

Library Activity

For a graphical presentation of the statistical information included below, please visit the link: [online TADL dashboard](#). Library closed indefinitely on Friday, March 13, 2020.

Circulation Transactions			
<u>Year-to-date activity</u>			
<u>As of month end</u>	<u>Print/audio/video Circulation</u>	<u>Electronic books/audio/video</u>	<u>Total Circulation/Electronic Usage</u>
August 2019	745,595	149,380	894,975
August 2020	370,506	196,729	567,235

Lending

Physical item circulation decreased 50.2% in August from the previous year. Circulations is definitely increasing as last month the decrease was 53%. While I don't see us matching 2019 numbers, patrons are definitely closing the gap especially as MEL lending resumed on August 10th.

E-Book, magazine, downloadable audiobook and database utilization

In August, electronic use accounted for 35% of all collection utilization versus 15.9% for August 2019. Year-to-date usage of electronic resources increased 57% from 2019.

Visitors – Woodmere, East Bay and Kingsley Facilities

In August 2020, an average of 799 visitors per day visited our main library and two branches up from 757 in July. The average was 1,707 in 2019. With EBB library being closed to patrons, the Main Library saw a 51% decrease and Kingsley Branch library only saw a 35% decrease in visitors. The busiest day was Tuesday, August 18th with 986 visitors. Overall, 20,780 people visit one of our locations in August.

Public Computing

While our public computing is open and a vital part of our services, we are holding steady with a 73.8% decrease in use as compared to 2019. As a result of the lack of demand, we've expanded patrons time limits to 2 hours.

Additions to the Collection

In August 2020, 2,694 items were added to the collection compared to 2,411 in August 2019.

Finances

We have been working hard to keep costs down and our finances are looking sustainable for now as we start to wind up the year. We continue to apply for and wait to hear back from some grants that help us meet needs and save money.

I'm happy to announce Andy Schuck in collaboration with Newton's Road are recent recipients of Library of Michigan LSTA Accessing Information Grant in the amount of \$14,809! The money will be spent providing STEM kits to regional libraries.

Facilities

We continue to clean on a regular schedule. We have already used a large portion of the CARES grant cleaning supplies we purchased but this is just the cost of being open right now which our patrons are eternally grateful for us being open as many regional and statewide libraries continue to be curbside service only.

Staffing

We had a couple of wonderful part-time staff members leave for college or other opportunities. We've been overwhelmed by the number of very qualified applications we've received so if you see a new face (mask) in the library say hello!

Other News

As reported by the departments, we had a different but successful Summer Reading Club Program. It's always a highlight seeing how much people love reading and the fun themes.

Patrons continue to come in and we are definitely getting busier. We are asking patrons to stay no longer than 2 hours as we see increased demand for our seating. This is voluntary as enforcement is an issue. As I look at our peers around the state, 34 out of 40 Class VI libraries remain curbside only or if they are open, they have much shorter hours. I feel very proud of the staff who are making this essential service available to our community.

We're continually asking patrons to keep their masks on properly and have seen an increase in negative reactions. We know people (including staff) are stressed and we are doing our best to de-escalate. Unfortunately, many libraries have reduced services as a result of patron non-compliance. We continue using every technique we can to get people to comply.

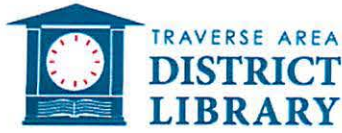
Finally, I continue to stay aware of new executive orders, local/regional COVID trends, and research to continue to be prepared for whatever lays ahead for the library especially as we approach flu season. Executive Order 202-176 now allows more than 10 people to attend indoor meetings. I am working with the Sight and Sound department to get ready for in person Board Meetings in October if the Board wants to meet in person. We will still need to wear masks and will need to be spaced 6 feet apart in the McGuire Room.

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.

Feels like Fall!

Michele P. Howard
Library Director



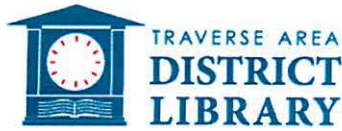
Administrative Reports
for the month of August
(September 17, 2020 Board Meeting)

Adult Services

The Adult Services staff continues to plug away at the basics - helping patrons put holds on books, finding materials for patrons - in and out of quarantine, reminding patrons to wear their masks properly, telling people to lift up on the handles to find the magazines, thanking people for using the library, greeting patrons excited that we are open and they can come into the library, instructing people how to conduct their Zoom meetings in the library with the least amount of disturbance for others, answering questions, hosting online programs & book discussions, making displays to highlight events and parts of the collection, explaining to patrons how to bag up books for donations to the library, ordering even more copies of the popular books that have dozens of holds, moving books, shelving items, and so, so much cleaning.

But here are some outlying highlights:

- We were ultimately encouraged by the number of adults participating in Summer Reading 2020. There may not have been as many people as in years past, but those who signed up read A LOT!
 - Woodmere Adults Registered - 292
 - Woodmere Adults Finishers (read over 600 mins total) - 125
 - Woodmere Adults Total Minutes Read - 499,709
- Due to the amount of trauma our entire service population and staff are experiencing right now, a copy of [A Trauma-Informed Approach to Library Services](#) was purchased for the Adult Services Professional Collection. AS staff are currently passing the book around. Once we all have read it, we will be discussing it at an upcoming AS staff meeting.
- Our shift of the Nonfiction collection continues. Another row of shelves was added to the south side of the nonfiction stacks. To accomplish this, Bruce had to move two sets of study carrels and rewire one of them for electrical power. This turned out to be a good thing to move the carrels out from the middle of the stacks, as they have seen more use since joining the more open part of the library, especially with all the online students looking for places to study and do schoolwork.
- The [Health Care Kits](#) have been catalogued and are ready to circulate! Many thanks to Kelly and Kristi in Processing for doing them so quickly and attractively! Marketing for the new kits is coming to social media, a newsletter, and signs near you soon...
- Kelly Haug, new PT Library Assistant in Adult Services, worked with Heather in Marketing and several other colleagues to put up not one, but TWO displays with information about the 100th anniversary of the 19th Amendment and Women's Suffrage. There is a poster display that is mostly on view in the Atrium, but some posters are on the stair landing and second floor. There's also a free-standing upright display in the middle of the Atrium on this same topic.
- The new-to-us microfilm machine has been installed. As with any involved computer set-up we are working out the kinks, for both ourselves and our patrons. Many thanks to Mitchell, Scott and the rest of the IT department for supporting us during this transition.
- Adult Services staff continue to be very excited to assist with the development of the topics pages for the web site. The Student Success Portal will soon be joining the Pride and Social Equity pages. We look forward to more topics coming soon!



Administrative Reports
for the month of August
(September 17, 2020 Board Meeting)

- AS Librarian Betsy has begun taking the Book Bike to the Wednesday morning Sarah Hardy Farmers' Market. Circulation staff have been joining her on this outreach trip. They have been giving out library cards and checking out books by the dozens!

Respectfully submitted,
Melissa McKenna
Adult Services Coordinator

Youth Services

Summer Reading Club (SRC) by the numbers (June 15 - September 6):

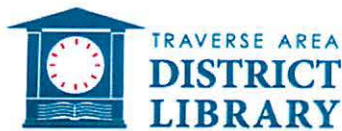
- Total district participants: 1,518
- Total district minutes read: 1,697,071 (as of 9/9/20)
- Total number of finishers - Main Library: 621
 - Main finishers: 418
 - Youth Services (Main) finishers: 52 Pre-Readers, 218 Readers
- Total Main minutes read: 1,164,171
- Craft kits made and distributed by Youth Services: 1,425
- Community Collaborations:
 - Grand Traverse Area Children's Garden
 - Born to Read
 - TCAPS - Traverse Heights food distribution
 - GoGoSqueeze (contributed 300+ snacks)
- Total snacks distributed Summer Reading Clubhouse
 - 612
- Book Giveaways: 1,406 books
 - Traverse Heights food distribution day: 987 books
 - Summer Reading Clubhouse (Main): 419 books

Reading Incentives and Prizes - SRC

- Businesses and Organizations contributing weekly or Finale prizes:
 - The Denno's Museum, 3rd Coast Bakery, The BeatLab, Horizon Books, Toy Harbor, Jimmy John's, Culvers, Taco Bell, Burger King, The Pit Spitters (baseball team), Downtown TC, and more.
- Buttons made by TADL staff for weekly prizes: 2,975

Programs - SRC

- Outdoor programs attended by patrons: 18
 - Summer Reading Clubhouse: 16
 - Cardboard Castle Build: 2
- Programs recorded at the Grand Traverse Area Children's Garden: 10 (Storytimes in the Garden on Facebook Live)
 - Performer-led Storytimes: 6
 - Staff-led Storytimes: 4
- Programs on Facebook Live: 48 total
 - June: 10



Administrative Reports
for the month of August
(September 17, 2020 Board Meeting)

- July: 20
- August: 18
- Programs on Zoom: 8 total
 - All performer-led and hosted by TADL Youth Services Coordinator, Andy Schuck.
 - All were added to TADL's YouTube page for varying times.
- Attendance at Facebook Live programs: 681 total
 - Children: 349
 - Adults: 332
 - Facebook Statistics
 - Reactions: 102
 - Shares: 107
 - Views (3 seconds): 16,757

Storywalks and Dial-a-Story - SRC

- Storywalks in Children's Walking Garden: 11
 - Each Storywalk coincided with the weekly Fantastic Fairytales program.
 - A new Storywalk appeared each Friday.
 - Storywalk pages laminated and velcroed by Michele Rudd.
- Dial-a-Story: 9 fairytales added in June and July
 - Staff members from TADL Main's Youth Services Department, the East Bay Branch Library, and the Kingsley Branch Library contributed readings of the fairytales.
 - IT Staff member, Ed Barrett, took care of the IT and phone technicalities.

Volunteer hours (SRC): approximately 30

- Summer Reading Clubhouse and Craft Kit assembly

August Youth Services Department Numbers:

- Program Attendance: 976 total
 - Family: 402
 - Outreach: 574
- Total programs: 16
 - Family: 12
 - Outreach: 4
- Questions answered: 603 total
 - Walk-in: 535
 - Phone: 65
 - Digital: 3

Submitted by Andy Schuck
Youth Services Coordinator

Sight & Sound

Everyone in Sight & Sound has been wonderful about the reopening and stepping back into the day to day operations back in June. Flash forward to today I can see more clearly we have done really well. The department is looking amazing and patrons are enjoying the collections.

I'm pleased to announce that Heather Brady printed us a beautiful new "coming attractions" sign and I finally found the time to get it mounted hand cut, backlit and hung on the wall. Here is a peak. It looks great! Thanks to Heather for the wonderful teamwork.

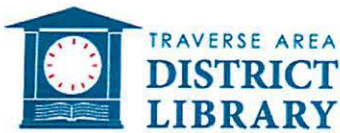


In less favorable news. Celeste submitted and we regretfully accepted her letter of resignation. Her last date was August 26th. We will all wish her well and are sad to see her go. Upward and onward we go. We have begun the process of public postings for a new part time position. More on this topic next month.

Keith and our team have done such a great job of continuing the great shift of our collections we have things looking great. Next up we plan to move the Family DVDs so we can finally get the collection up off the windowsill it's been overflowing onto for 3 years.

I did two separate Zoom training sessions. The first was with Scott Morey and it was a solid introduction to the platform. The second was with Traverse Area Community Media and was a much more involved overview of the Zoom meeting format being recommended by TC City Clerk Benjamin Marintette. The basic change is we have been given the strong recommendation to move from a meeting to a webinar. The only change being that public comment is limited to voice only status. This is a firewall to protect us against the risk of a zoombombing. All TADL Board members, Staff Members and TADL Friends will be added as panelists. Members of the public will be able to make public comments.

- Our news page Wesley Bales is also doing great.



Administrative Reports
for the month of August
(September 17, 2020 Board Meeting)

- Keith has been busy working on updating all the TV series to indicate the season number on the TADL call / label ID tag. This makes patron browsing look so much easier! Good times!
- We have seen a big increase in the number of donations. Keith continues to work away at taking what we need and saving the rest for the TADL friends.
- Rich has been very helpful with keeping the Library of Things up to date and looking good.

On Aaron's Desk: Prepping for the new Staff Member, performance evaluations and 2021 Budget cycle.

Thanks for reading.

Aaron

Circulation

Our page, Morgan Lammers, left to go back to college. We held page interviews and I would like to welcome Amber Schroeder to our team.

We had 150 patrons use our curbside service.

The big news for August was starting up MeLCat again. A majority of the libraries on the system started back on August 10th. TADL-wide we sent out 858 items and received 1033.

Anita Chouinard
Circulation Coordinator

Marketing and Communications

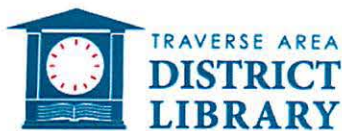
August has been a very busy month! In addition to lots of sign-making and posting there's been a flurry of other activity. I assisted with the finale party, including a slideshow that we can use for future SRC promotions, and we've been planning more events - including a new Civics event for later in September that will promote the Census, registering to vote, and library card sign-up.

Student Success Portal (tadl.org/studentsuccess/)

In conjunction with the departments I've assisted in building out the new Student Success Portal. We've had great feedback so far, and I look forward to promoting it more once school has started. Initially we've promoted it at the Kingsley open house, flyers in the Rotary backpacks, an ad in the Record-Eagle Back to School insert (great placement!), and we'll be doing more backpack flyers later this month. This will be a continual work in progress that we believe is going to prove to be a great benefit to the community. TCAPS sent out a TADL survey we created for teachers to help identify what needs they are seeing for parents, students, and themselves so we will have some great data to help us inform our decisions.

Virtual Presence

In addition to the new portal I've put an emphasis on beefing up our virtual presence just in case we have to close the building(s). This includes more videos of things not easily understood from



Administrative Reports
for the month of August
(September 17, 2020 Board Meeting)

an online catalog - such as kits - and video production will continue for the foreseeable future. I'm also working with the departments and branches to plan future videos and promotions. All of the new videos are available on our YouTube channel.

Social media

Our social media is continuing to build with a regular mixed feed of different items. We are planning a new Youth Services Facebook page as we feel that community would be best served with their own stream. Later on the Youth Services followers will age out and graduate to the overall library page.

Building, Online Store, Misc.

There are some new touches in the building beyond all the safety signage - including a new information kiosk in the front lobby and a new Coming Attractions sign at the entrance to Sight & Sound. The online store is producing a small but steady stream of orders and I look forward to adding a few more special locally-made items for a holiday promotion. I'm continuing to build relationships with other media contacts in the community for collaborative projects and I look forward to sharing more on that in future updates. This includes Creative Coast, Garrison Digital Media, BATA, and others.

Banned Books Week is on the horizon!

Heather Brady
Marketing & Communications Manager

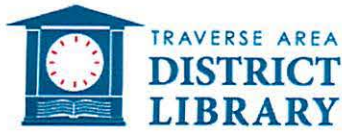
HR & Finance

Human Resources – We had an employee from our Sight and Sound department leave to take on new challenges so we have been in the process of once again hiring a replacement. It is definitely a sign of the times as we received 17 really good applications for a part time position.

We also interviewed and hired a new page for the Circulation department to replace a page that didn't return after the shutdown. They had been managing with help from other departments while we found a replacement.

We are coming up on Open Enrollment for benefits this month. We will be holding zoom meetings for the employees to learn about any changes to their benefits and to also learn how to use the new Enrollment portal for making their choices. Insurance costs have gone up just under 5% for our medical plans. Our dental plan remained the same as we are in a two year contract. Our vision, however, went up just under 11%. We switched carriers for our Life and Long Term Disability and were able to bring down our costs by just under 10%.

Finance – We seem to be maintaining the status quo as far as our finances go. We received the remaining Benzie County penal fines at the beginning of August. We also received a \$2000 grant for Technology which I believe will be going to laptops to check out and possibly more hotspots. Unfortunately, this is about the extent of new revenue for the month. We do have one more technology contract that I will be billing for next month and we continue to bring in some money from our sales items which Heather is really promoting. We also have some revenue from overdue fines that were started back up. You may notice that our Rents & Royalties went



Administrative Reports
for the month of August
(September 17, 2020 Board Meeting)

down as I completed the refunding of rental fees for the McGuire room.

On the expense side, again we are at a status quo. Our personnel costs remain on budget with wages being slightly under budget for now. I have added two lines for Covid related costs per the board's request. The supply costs are for PPE, cleaning supplies and curbside service related costs. The Covid Building Maintenance line is for contractor related costs. The current costs were to have the cleaning contractor do extra cleaning when we first opened up. Other than those costs things are pretty stable right now. The employees are doing great at not doing any unnecessary purchases. They are continuing to spend their material budgets as normal. With only four months left in the year, unless we see a sudden need to hold back on those budgets, we feel that we can control our costs in other areas and stay within budget despite the loss of revenue for the year.

As we wind down this year, it also means that we are gearing up for next year. Budget worksheets went out to the departments last week and Michele and I will be getting into budgets hard and heavy for the rest of this month.

Deb Radjenovich
Business Manager

Facilities

Several annual and bi-annual tests were conducted in August:

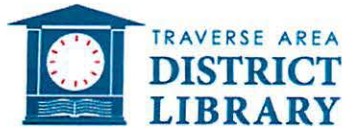
1. Inergen fire suppression system in the server room- It is a dry system that uses inergen gas to extinguish a fire. This protects the servers from possible water damage. It is inspected twice a year.
2. Fire Suppression Pump- It supplies water to the sprinkler system in the rest of the building. It is inspected once a year.
3. Fire Suppression Internal Pipe Inspection- The sprinkler system is totally drained and the insides of the pipes are inspected at various locations. This is required every five years.
4. Clocks in the Clock Tower- I check the oil in the gear pans for each clock once a year and add as needed. Every three years it needs to be completely replaced and new oil must be bought every six years. I will be doing the replacement next year.

All of these systems were tested and I am happy to report there were no issues.

After the installation of the new boilers last year we decided to take steps to protect our investment. The hot water system was drained and refilled with a cleaning agent. This was allowed to circulate for a week and then drained again and refilled. The water looks much cleaner and should substantially prolong the life of the boilers.

The Air/Water balancing project was completed and the final report was sent. It details a multitude of issues that were discovered and corrected. We should have a more comfortable and efficient building as a result.

Finally, Michele and I met with Keen about a grant to improve the air quality in the building as it pertains to Covid. They prepared a proposal to install Bi-polar Ionization Generators in our air



Administrative Reports
for the month of August
(September 17, 2020 Board Meeting)

system. Bipolar ionization technology releases charged atoms that attach to and deactivate harmful substances like bacteria, mold, allergens, and viruses. We are waiting to see if we will be awarded the grant.

Bruce Bennett
Facilities Manager

TADL Talking Book Library

Thanks to donations from several families in our community, three TBL patrons are enjoying new-to-them digital CCTV readers through our Magnifier Exchange program. These devices are not only a game changer for reading and viewing photos, but for sewing, crafts and food preparation. It's such a joy to facilitate the exchange for those who could not otherwise afford this equipment.

Our Tuesdays @ Two book discussion group, where TBL and TADL patrons gather together, has tentatively resumed via Zoom. Our last two discussions were lively and meaningful, allowing all of us to escape into the worlds of *Where the Crawdads Sing* by Delia Owens and *The Story of Arthur Truluv* by Elizabeth Berg.

This month we began providing Braille labels for our custom downloaded book cartridges that are created in-house. While our Braille readers are a relatively small group, it's exciting to provide the best support for using and reading our materials in a meaningful way. Patron feedback has been enthusiastically positive!

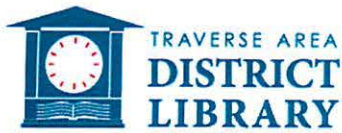
The Americans with Disabilities Act was signed by George H.W. Bush on July 26th, 1990, with the words "...let the shameful walls of exclusion come tumbling down." We celebrate the 30th anniversary of the ADA with a small display and enormous gratitude for those who continue to advocate and work for equal rights for people with disabilities.

Polly O'Shea
TBL Librarian

East Bay Branch Library

We continue to provide Curbside Service to our patrons at the East Bay Branch Library, and our building remains closed as we continue to quarantine items for at least 96 hours. Summer Reading Club was a success with 128 patrons signed up and 56 participants logging at least 600 minutes. We had a total of 189,878 reading minutes logged by East Bay patrons, and we gave away over 300 Take & Make Craft Bags. Our Summer StoryWalks will remain up through September 19th.

Volunteers Seamus Shinnors, Doug Hoagg and Larry Gerschbacher are constructing a Little Free Library that will be placed in front of our building. It is designed to look like a smaller version of our building that was dedicated in 1908 as the original East Bay Township Hall. We plan on having a small dedication ceremony at the end of the month, but have not scheduled it yet. We were closed for the election on Tuesday August 7th and had an emergency closure on Wednesday August 8th due to illness not related to Covid-19. In the month of August we had 382 Curbside appointments and 660 phone calls and answered 440 reference questions.



Administrative Reports
for the month of August
(September 17, 2020 Board Meeting)

Finally, we want to acknowledge that The East Bay Branch Library has been serving the district at this location for thirty years, becoming the first branch library in the TADL system. We had hoped to have a celebration, but unfortunately this is not the year to do that.

Respectfully submitted,

Rosie May
Branch Manager

Kingsley Branch Library

Community engagement was the focus for our library post-SRC. Brian Carey and I attended the monthly Business Coffee hosted by the Village of Kingsley, where we addressed 30 community leaders and business owners on collection development and new titles, databases, and displays of interest for them and their families. Beth Anderson and her book club, Readers Digress (which has been meeting for over 21 years!), met and discussed *American Dirt* by Cummins. Karen Pack has developed a collection to support student learning in online and hybrid environments, in direct response to feedback from our families. The collection has been very popular since it launched; seldom do we have any titles on that display!

Brian Carey also coordinated an exhibit and developed a lending collection in conjunction with the National Archives on the ratification of the 19th Amendment. The exhibit, *Rightfully Hers: American Women and the Vote*, highlighted the relentless struggle of diverse activists throughout U.S. history to secure voting rights for all American women. The free-standing exhibit was on display in our lobby throughout the month of August, and was well-received. Titles purchased to support the exhibit covered all ages and the variety of experience in the struggle.

On August 18th, we partnered with The Rock of Kingsley, the Lions Club of Kingsley, local churches, and A. Papano's Pizza of Kingsley, for a joint "Back-to-School" program. We had collected school supply donations throughout the previous months, and gave them out to attendees. We also signed up students for library cards. Over 200 persons attended our mask-required, socially-distanced event outside at Brownson Memorial Park, and many families expressed their appreciation for having this financial burden lifted. A coordinated effort by all KBL staff is underway to reach out directly to educators in the Kingsley School system to see how we can offer further support.

Respectfully submitted,

Amy Barritt
Branch Manager

TRAVERSE AREA DISTRICT LIBRARY
REVENUE
MONTH ENDING
AUGUST 31, 2020

CATEGORY DESCRIPTION	BUDGET	2020 YTD	2019 YTD	VARIANCE	% OF BUDGET
Property Tax (Current, Delinquent, Other)	4,964,590	4,989,475	4,772,721	(24,885)	100.5%
State Aid - Library	77,350	77,974	78,065	(624)	100.8%
State Aid - TBL	41,075	41,073	41,073	2	100.0%
Local Support - TBL & Other Grants	10,000	15,309	14,113	(5,309)	153.1%
Fees/Services	42,000	28,539	28,969	13,461	68.0%
Sales	38,000	9,210	31,227	28,790	24.2%
Penal Fines - \$220,000 for this Category per budget		0			
Penal Fines - Grand Traverse Co.	190,900	168,240	198,917	22,660	88.1%
Penal Fines - Leelanau Co.	6,500	5,888	7,249	612	90.6%
Penal Fines - Benzie Co.	22,600	21,855	23,901	745	96.7%
Overdue Fines/Replacement Fees	100,000	23,564	81,484	76,436	23.6%
Interest & Dividends/Gains/Losses on Inv.	15,000	24,773	24,174	(9,773)	165.2%
Rents & Royalties	7,000	850	4,450	6,150	12.1%
Contributions	40,000	21,738	8,102	18,262	54.3%
Reimbursements	1,500	1,456	1,256	44	97.1%
TOTAL REVENUE	5,556,515	5,429,945	5,315,701	126,570	97.7%
Transfer In			200,000	0	
Use of Fund Balance				0	
TOTAL	5,556,515	5,429,945	5,515,701	126,570	97.7%
TOTAL REVENUE, TRANSFERS & USE OF FB	5,556,515	5,429,945	5,515,701	126,570	97.7%
TOTAL EXPENDITURES	5,556,515	3,413,572	3,705,757	2,142,943	61.4%
REVENUE OVER (UNDER) EXPENSE		2,016,373	1,809,944		
This statement reflects activity through the eighth month of the 2020 fiscal year.					
Percentage of the year completed is 66.7%.					

**Fife Lake Public Library
Director's Report
September 9, 2020**

August Statistics

Monthly Circulation:

2020	2019	New Patrons	Year to Date
1247	1531	3	

Programs	Programs Attendance	Total Programs Offered
Senior Meals Curbside	38	4
Blood Drive	9	
WCMU/Library Book Giveaway	175 (books delivered)	
		Total Programs Attendance
		222

Summer Reading Club Totals

Total Participants	Total Programs Completed	Total Minutes Read
47	16	17,673

STEM Grab Bags delivered with school lunches	STEM Grab Bags handed out at Library
194	60

Updates:

Summer Reading Club: This year's club looked quite different. Due to COVID we did cancel all our in-house programs and looked at opportunities for outreach instead. We partnered with the area school and advertised our program along with the lunch deliveries on the buses. We also created STEM activity bags that were delivered twice along with the lunches at every stop. We offered to continue to deliver STEM bags throughout the 6 weeks for any interested patrons and encouraged them to sign up for the program and participate virtually. Overall we had about a 75% decrease in participation. The obvious barrier in our area is connectivity and location. Indoor access to our Library is a key to programming in our area and we are hoping to host limited programs in the near future. We are confident we will be better prepared next summer and will continue to look at alternative ideas on how to reach our rural patrons and encourage literacy activities who do not have access for virtual programming. We continue to have conversations with the School, SEEDS Coordinator and the Early Learning Center to develop new, outside the box programs that will allow us to connect with our area patrons.

Grant Approvals: We have been awarded four grants.

Northland Coop offers 2 grants each year to its members. The first is a \$500.00 Continuing Education Grant. We have already been reimbursed for this one. The second is a \$1500 Enhancement Grant. We have approval to purchase a barrier wall for the community room. This will be a portable, bi-fold wall that can separate our quarantined items giving us the opportunity to use the other area of our community room following safety guidelines. Both of these grants will renew October 1, 2020.

The second two grants were from MLIS and Library of Michigan through the CARES Grant. The first is a \$500.00 PPE grant that we can also put towards the divider wall. The second is a \$1000.00 for digital inclusion. These funds will be utilized for purchasing tablets and computers that can be used for patron check-outs and training.

Blood Drive: The Blood Drive was a success. We had 9 donors participate. 11 pints were collected, saving over 30 lives in our area. We have scheduled another blood drive with Versiti in November.

Friends Annual Meeting: The Friends have scheduled their Annual meeting for October. They will be discussing future program opportunities and fundraisers.

Senior Programs: We continue to offer meals curbside. We began serving meals April 1 and to date have delivered meals to 263 seniors. With the purchase of the portable wall, we are looking forward to being able to offer limited fitness and yoga programs. We will continue to be cautious and start slow with programs to make sure we maintain a safe space for all.

Literacy Outreach: We delivered 175 books to area families of the 250 donated books from WCMU broadcasting. We also utilized extra funds from summer reading programs to purchase books for young adults/high school students in the homes. Library staff were allowed to ride the bus and help deliver the books and lunches which gave us an opportunity to connect with many families. We will also be delivering more of the WCMU books to the early learning center for their children. We will continue to have conversations with both our area school and early learning center to offer support through the school year. Both facilities are not allowing any extra visitors or volunteers at this time. We are fortunate to have a staff member that is doing an internship at the school so that will allow us access on a limited basis. We are in discussion with both groups to work out the logistics. We would like to have story hours at the early learning center and begin some book discussion groups at the middle and high school.

Students: We have already noticed an uptick in young patrons due to virtual learning. There are approximately 30% of Forest Area students that have chosen the virtual learning option as opposed to face to face learning. Many of the zoom meetings I have been participating in have numerous conversations discussing the role the Library can play in supporting virtual learners. I also have been in discussion with staff to make sure we are prepared for the support virtual learners will be seeking. This is new to everyone and we will be continuously reviewing to offer needed services to our community.

Roof Repairs: We noticed some roof leaks during that last rainstorm. We contacted Emery Smith who originally put in the roof and he noticed some area that needed repaired. They re-caulked around the cupola and added some flashing. He said the roof is in good condition, however, the cupola will need to be replaced next year. I have reached out to Jim Hayes to seek his advice and discuss options. Jim built the original cupola.

Sincerely,
Julie Kintner, Director



Peninsula Community Library Director's Report for September 2020

Our first snail mail newsletter went out this month. We normally do one to Old Mission residents quarterly, but have not since winter due to the pandemic. Patrons have been telling us that it was the first thing they read when they pulled it out of their mailboxes. It was missed!

We celebrated our first year in the new building September 8 with carryout cupcakes and free books from the used book sale that never happened. At least 75 people came in over the course of the day to celebrate.

We have purchased three iPads with through the Cares grant we received for digital inclusion. They will be used to teach our senior citizens how to access email, apps and use Zoom.

We will be offering STEM kits along the line of the ones TADL offers through a grant from Newton's Road. Given that most of our manipulatives and toys are temporarily packed away, we expect the kits to be popular.

I have noticed of late that people are not wearing their masks properly. They have them on, but pulled down below their nose. We do strictly enforce the law and have been fortunate enough that we have had no issues. I am determined to remain open and enforce the safety rules with both staff and patrons.

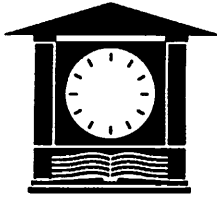
Our takeout craft and activity bags have been so popular with kids that we will be offering them this fall to adults with seasonal crafts.

Circulation has steadily been increasing. The day after Labor Day was chaotically busy with students, parents, teachers and regular patrons. Our Juvenile Fiction section has been mostly checked out. Parents doing homeschool carried out the maximum of 40 items!

Our fiscal year ended June 30 and our annual audit is scheduled for October 21. I cannot thank our auditors (Baird, Cotter & Bishop) enough, for their advice and guidance financially through the shutdown.

Three long-term Board members will be going off in the November election and three new ones coming on. We have engaged Anne Seuryneck of Foster Swift to do a Board training December 2. It will be a good review for the three veteran Board members and an introduction to the three newbies.

It has been a different kind of summer for all of us. Our regulars have returned and a lot of tourists driving up M-37 have stopped in. Our Little Free Library is emptied regularly and people are both coming in and using curbside. We have fallen into a new normal at PCL. People are grateful we are open and most are following the rules.



TRAVERSE AREA DISTRICT
LIBRARY

TADL Board of Trustees Policy and Personnel Committee Minutes

September 1, 2020
10:30 am~ Zoom meeting

610 Woodmere Ave. / Traverse City, MI / 49686

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

Agenda Approval: The agenda was approved as amended.

Minutes Approval: The minutes of the August 4, 2020 Policy and Personnel meeting were approved.

Public Comment: There was none.

Policy Issues:

TADL Wedding and Picture Policy (Discussion)

Howard did some investigating about past weddings at the library. It was decided by the committee members that this is not in demand and because of COVID, not a priority right now. Howard will further investigate and draft a Picture and Video Policy within the existing Policy 4.9 Speech Related Activity Policy and bring it back to the October meeting.

Exhibit and Display Policy

Attorney Zeits made some modifications to the policy as suggested by the Committee. All members were pleased with the changes as it shows the balance of the artist's rights and the library's responsibilities and rights. Wescott moved that the policy be submitted to the Board for approval in September. Seconded by Vickery. All were in favor.

Remote Access for Board Meetings

Howard presented a new policy based on feedback from the Committee. This generated much discussion with the Committee wanting to bring this policy to the full Board for discussion at the September meeting before moving forward.

Patrons and Mask Issues Update (Discussion)

Howard gave an update with some issues the library is having with patrons who do not wear masks because of a medical exemption. Howard will work with legal counsel to discuss options of guaranteeing access to the materials via curbside only for patrons who refuse to wear a mask. The Committee wanted to express support to the staff for their good work with patrons by not escalating issues.

Personnel Issues:

Director 1-year review

Howard will have her list of accomplishments and goals for the Personnel Committee in October. This will be important to discuss Howard's goals and Board goals in October as Howard and Radjenovich will be presenting a budget in November.

There was also a thoughtful discussion about staff goals and taking care of staff during the pandemic. Radjenovich will send out a reminder about the Employee Assistance Program to remind staff that confidential help is available during these stressful times.

Next Meeting Date / Time: October 6, 2020 at 10:30am.

Next Meeting Topic Suggestions: Video/Photographing patrons and staff; Remote Access; Director Review

Public Comment: There was none.

Adjournment: The meeting adjourned at 11:50 am

BOARD MEMO

TO: TADL BOARD
FROM: MICHELE P HOWARD
SUBJECT: BUDGET APPROVALS
DATE: 9/14/20

There are two budget items for your review and approval at this meeting.

- 1. Payment to Spence Brothers for \$208,916.76**
This payment is being made out of the approved amount for both the roof project and the completion of the boiler project as previously approved by the Board on the February 21, 2019, May 15, 2019, June 20, 2019, July 18, 2019, and September 19, 2019 board meetings.
This leaves an amount of \$32,899.00 in the contract.
- 2. Budget Amendment and Approval of up to \$14,000 for McGuire Room microphone updates from the Public Improvement Fund.**
This improvement was presented to the Board at the December 19, 2109 meeting as a Public Improvement Fund Draft Budget. These upgrades are essential if we plan to have in person Board Meetings that maintain social distancing. This improvement will also be used in the future once we can have programs again.

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 2 PAGES

TO: Traverse Area Library
610 Woodmere Avenue
Traverse City, MI 49686

PROJECT: TADL Woodmere

APPLICATION NO.: 3

PERIOD TO: 9/1/20

Distribution:

- OWNER
 ARCHITECT
 CONTRACTOR
 OTHER

FROM CONTRACTOR:
Spence Brothers
203 S. Washington Ave., Ste 360
Saginaw, Michigan 48607

ARCHITECT: JML Design Group
225 E. 16th St. Ste B
Traverse City, MI 49684

SPENCE JOB NO.: 18-140

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	428,604.00
2. Net change by Change Orders	\$	272,277.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	700,881.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	667,992.00
5. RETAINAGE:		
a. 10 % of Work Completed to Date	\$	0.00
b. % of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	667,992.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	459,075.24
8. CURRENT PAYMENT DUE	\$	208,916.76
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	32,889.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: **SPENCE BROTHERS**

By: Edwin Spence III Date: 9/10/2020
Edwin Spence III, COO

State of Michigan County of Saginaw
Subscribed and sworn to before me this 10th day of September, 2020

Notary Public: Darcelle L. Czuba
By: Darcelle L. Czuba Bay County, Michigan
My commission expires: September 10, 2024

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

Architect: **JML Design Group**

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$272,277.00	
Total approved this Month	\$0.00	
TOTALS	\$272,277.00	\$0.00
NET CHANGES by Change Order	\$272,277.00	

CONTINUATION SHEET AIA G703

APPLICATION FOR PAYMENT		TO: Traverse Area District Library								
Contractor Name: Spence Brothers		PROJECT:TADL Venting & Soffit Replacement					Application Date:9/08/20			
							Period From: 7/1/19			
							Period To: 9/1/20			
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMP. PREVIOUS APPLICATION	WORK COMP. THIS PERIOD	MATERIAL PRESENTLY STORED	TOTAL COMP. AND STORED TO DATE	%	BALANCE TO FINISH	RETAINAGE AMOUNT	
Spence Brothers										
	Overhead/Supervision	45,560.00	36,448.00	9,112.00		45,560.00	100%	0.00	0.00	
	Mobilization	7,500.00	3,750.00	3,750.00		7,500.00	100%	0.00	0.00	
	General Conditions	46,772.00	37,417.60	9,354.40		46,772.00	100%	0.00	0.00	
	Submittals	2,500.00	2,500.00	0.00		2,500.00	100%	0.00	0.00	
	Job Site Clean-up	3,500.00	2,800.00	700.00		3,500.00	100%	0.00	0.00	
	Bonds	6,500.00	6,500.00	0.00		6,500.00	100%	0.00	0.00	
	Punch List	3,000.00		3,000.00		3,000.00	100%	0.00	0.00	
	Close Out	2,500.00		2,500.00		2,500.00	100%	0.00	0.00	
Demo										
	Labor	43,440.00	43,440.00	0.00		43,440.00	100%	0.00	0.00	
	Materials	2,950.00	2,950.00	0.00		2,950.00	100%	0.00	0.00	
Carpentry										
	Labor	120,137.00	108,123.30	12,013.70		120,137.00	35%	0.00	0.00	
	Materials	62,745.00	56,470.50	6,274.50		62,745.00	35%	0.00	0.00	
Mechanical										
	Labor & Materials	9,000.00	9,000.00	0.00		9,000.00	100%	0.00	0.00	
Electrical										
	Labor & Materials	7,500.00	7,500.00	0.00		7,500.00	100%	0.00	0.00	
Insulation										
	Labor & Materials	27,500.00	27,500.00	0.00		27,500.00	100%	0.00	0.00	
Allowances										
	Building Permit	4,500.00	2,318.00	0.00		2,318.00	52%	2,182.00	0.00	
	Lawn Restoration	8,000.00		0.00		0.00	0%	8,000.00	0.00	
	Owner Contingency	25,000.00		2,293.00		2,293.00	9%	22,707.00	0.00	
CHANGE ORDERS										
	Boiler Installation	272,277.00	163,366.20	108,910.80		272,277.00	100%	0.00	0.00	
		0.00								
TOTALS		700,881.00	510,083.60	157,908.40	0.00	667,992.00	15.31	32,889.00	0.00	

REMOTE PARTICIPATION AT MEETINGS BY TRAVERSE AREA DISTRICT LIBRARY BOARD MEMBERS:

A Board member may participate in any meeting of the Traverse Area District Library Board remotely as follows:

1. The technology being utilized shall allow the Board Member to see and communicate with any other Board Member in attendance and any member of the public or staff attending and shall allow any Board Member, any member of the public, or staff attending to see the Board Member and communicate with the Board Member who is attending remotely. An exception to this rule shall be made for any Board Member attending remotely if it is not practicable for the Board Member to utilize video technology. In that case, a Board Member attending remotely may participate by technology that allows the Board Member to communicate with any other Board Member in attendance and any member of the public or staff attending and shall allow any Board Member, any member of the public, or staff attending to communicate with the Board Member who is attending remotely.
2. A Board Members' remote attendance pursuant to this Policy shall be considered attendance for the purpose of establishing a quorum.
3. Any vote by a Board Member participating remotely pursuant to this Section shall be counted in the total number of votes for any matter and shall not be held invalid for the reason that it was cast by a Board Member remotely.
4. If any member is participating remotely, all votes on any matter shall be taken by roll call vote.
5. For closed sessions conducted with any Board Member participating remotely, each Board Member attending remotely shall not allow anyone else to hear or view the closed session. All Board Members attending remotely shall affirm, before the closed session begins, that they are in compliance with this section.
6. Emails, texting, or other forms of electronic communication by or between Board Members during the meeting shall not be allowed.
7. If an email, text or other form of electronic communication is received by a Board Member attending remotely, the email, text, or other electronic communication shall be read by the Board Member receiving the communication during the meeting.
8. A Board Member attending remotely shall disclose any person who is participating in the meeting in the same room or vicinity as the Board Member attending remotely.
9. If a Board Member will be attending a meeting remotely, the agenda shall include the name of the Board Member that will be attending remotely as well as the method and contact method that the public may utilize to contact the Board Member attending remotely to provide input to the Board Member on any business that will come before the Library Board at the meeting. The agenda with such information shall be posted and

made available to the public at least 18 hours before any meeting where a Board Member will be attending remotely.

DRAFT

4.12 ART EXHIBITION POLICY

Policy

The Traverse Area District Library strives to encourage education, celebrate culture, deliver entertainment, and inspire community.

To that end, the Library, with the support of the Library Board, does provide a rotating art exhibit program featuring local or regional artists as well as occasionally sponsors online art exhibitions as well as themed art contests or competitions. The programs are designed to encourage community involvement in order to support the arts in the Traverse District Library's service area.

The public Library may choose to display materials from its own collection or accept applications from individuals to provide items for exhibition in a variety of mediums, reflecting an array of topics and interests, appealing to the diverse interests and concerns of the community.

A Library Arts Committee composed of the Library Director and designees have the sole discretion regarding selection, exhibition period, and in what manner any art at the Library or on the Library's website is to be exhibited. This committee retains the right to deny or refuse any exhibit proposal and also has the right to cancel an exhibit in its discretion.

Guidelines and Procedures

Selection Criteria for Art Exhibits

The following are general selection criteria, a particular exhibition, contest, or competition may have additional selection criteria as determined appropriate and applicable by the Library Director:

Aesthetics: Exhibit is pleasing to the perceived public and in keeping with the exhibition space design or the theme, topic or purpose of the exhibition, display, competition or contest.

Quality of Exhibit: Art should be in good condition and capable of display in the intended display location.

Suitability of Exhibit: Exhibit must be suitable for the Library's physical and online limitations. Art to be displayed at the Library or any of its branches should not require climate control, physical security, or other special handling. Art must be available for a period of no less than the number of days the Library desires to hold the art for exhibition.

Compliance: All displays must meet existing State and Federal laws on obscenity, libel, defamation of character, and invasion of privacy. Displays may not promote or represent any activity or purpose that is in violation of local, state, or federal ordinances or laws, including copyright and public performance laws.

A display shall not be for a commercial purpose, for the solicitation of business, for profit or for fundraising by an outside agency, for religious proselytizing, or to support or oppose a candidate or ballot question.

Granting of permission to display materials does not imply Library endorsement of content; nor will the library accept responsibility for the accuracy or inaccuracy of statements made in such materials.

Art Exhibit Proposal Process

Art submittals will be assessed for approval by the Library Arts Committee. To submit a proposal, please complete and return any application or other submission required in connection with the exhibit, competition or contest.

Prospective exhibitors should keep in mind that the display space is located in a very open and prominent area of the Library or the Library's website; as such, it will be viewable by patrons of all ages. Accordingly, the library discourages proposed exhibitions that include significant elements of sexually explicit imagery, nudity, or graphic depictions of violence.

The name of the artist/group responsible for the display must be included in any submission.

Terms Applicable to the Submission of Art to the Library

Grant of License

If you submit your work for consideration, you grant to the Library (and its subsidiaries, successors, and assigns) a non-exclusive, perpetual, world-wide, unlimited, transferable, irrevocable, royalty-free license to: (a) use and publish your work, whether in whole or in part, for any Library related purposes, including but not limited to Library or Library event(s) promotional materials, in any form of media as selected by the Library; and (b) use and publish your name (including any professional name currently used or later adopted by you), likeness, and biographical information in connection with the Work for Library related purposes (collectively, "License").

Representations and Warranties

By submitting your work to the Library, you make the following representations and warranties to Library: (a) the work is an entirely original work, or original reproduction or adaptation of preexisting works in the public domain; (b) the work has never been published; (c) you have full power and authority to grant the License; (d) the Library's License will not infringe upon any rights of any third party; (e) at the time of submitting the work, you are the sole and exclusive owner of the work and any rights to the work; and (f) you have not previously assigned or otherwise transferred the work or any rights in the work to any third party that would be infringed upon by your submission of the work and the grant of License to the Library.

Indemnification

By submitting your work and in consideration of the Library reviewing or displaying your work, you agree to indemnify, defend, and hold TADL harmless from and against any and all Claims that arise out of or are in connection with any claim of infringement by a third-party with respect to the work. For purposes of this paragraph, "Claims" means any request for payment for copyright infringement, liability, damage, expense, judgment, settlement, lawsuit, cause of action, proceeding, decree, costs, expense, or fees (including attorney fees).

Artist's Responsibilities

The artist will meet with a designated Library representative to review guidelines and procedures for coordinating the logistical details of the exhibit.

The artist will complete and sign any submission required by the Library in connection with the exhibition, competition, or contents.

The artist will supply items that are consistent in form, quality, and content with the original

proposal.

The artist assumes all responsibility for transporting exhibit items. For physical installations, receiving, installation and removal dates and times must be coordinated with designated library staff.

The artist will supply titles and desired descriptions for items and provide biographical or historical information as requested.

It is the responsibility of the Artist to insure any art loaned to the Library.

Sale of Art

Sales in conjunction with the exhibit are allowed; however, transactions may not be conducted on Library property and it is the sole responsibility of the artist or organization to maintain a current sales tax license, collect, report and submit the appropriate forms and collected taxes to any taxing entities.

Request for Reconsideration

Persons who object to material exhibited at the Library may file a Request for Reconsideration with the Traverse Area District Library Board. Following a hearing, the Board shall determine whether the material complies with the Selection Criteria as set forth herein. The Board will provide notice of the hearing to the Committee and artist(s) affected and provide an opportunity for the objector, the Committee, and the artist(s) affected to be heard regarding whether the material complies with the Selection Criteria. Any request shall be filed at least 15 days prior to the next regular Board Meeting at which the hearing will be conducted. The Board's decision will be final.

Care, Preservation and Exhibition

The Library will exercise the same care with respect to physical art exhibitions as it does in the safekeeping of comparable property of its own. Precautions will be taken to protect the exhibition from fire, theft, mishandling, insects and extremes of light, temperature and humidity while in the Library's custody.

The Library shall not be responsible for any damage or injury to any art exhibit. And the artist expressly releases and holds the Library, its officers, employees or agents harmless from any claims due to loss or damage to or theft of an art exhibit while in the Library's care and custody.

Evidence of damage at the time of receipt of the art or while in the Library's custody will be reported to the Artist immediately. It is understood that art which in the opinion of the Library show evidence of infestation, may be treated at the discretion of the Library.

The Library has the right to determine which written and interpretive materials will accompany the exhibit.

Delivery and Removal of Art Objects

Arrangements for delivery of all art loaned will be the responsibility of the Artist. The Library cannot accept delivery and will not repack the art. Upon delivery, the Artist and designated Library representative will jointly complete an initial Inventory and Condition Report. The Artist will promptly remove a physical the art exhibit at the end of the exhibition period at a time agreed upon by both parties and the Library and the Artist will jointly complete a final Inventory and Condition Report.

Reproduction and Credit

Unless notified in writing to the contrary, it is understood that the art on exhibit at the Library may be photographed by the general public. Also, the Library may photograph or reproduce the art for educational, catalog, and publicity purposes. Unless otherwise notified in writing, the Library will give credit to the Artist in any publications.

Change in Ownership or Address

It is the responsibility of the Artist or their agent to notify the Library in writing, promptly, if there is any change in ownership of the object(s) or if there is a change in the identity or address of the Artist. The Library assumes no responsibility to search for an artist or owner who cannot be reached at the address of record.

New Policy Adopted on September 17, 2020

Motion by: Vickery

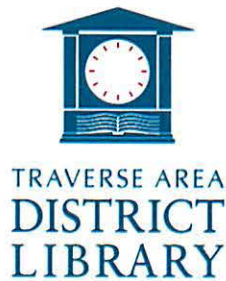
Adopted: Y N

Supported by: Pakieser



Date: 9-17-2020

M. Pakieser, Board Secretary



PUBLIC NOTICE

The Traverse Area District Library
Regular Board Meeting
scheduled for

September 17, 2020 at 4:00pm
at Kingsley Branch Library

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/83057539494>

Call-in: 1-312-626-6799 | Webinar ID: 830 5753 9494

*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 ;

Carol Sullivan (Treasurer) csullivan@tadl.org ; Michael Vickery (Trustee) mwickery@tadl.org ; Jeffery Wescott (Trustee) jwescott@tadl.org ; Marylee Pakieser (Trustee) mpakieser@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 August 20, 2020](#)
6. **Reports and Communications**
 - a. [Director Report](#) | [Departmental Reports](#)
 - b. Financial Reports – [Expenses](#) | [Revenues](#)
 - c. Member Library Reports – FLPL | IPL | [PCL](#)
 - d. Committee Reports
 1. Finance & Facilities and Services Committee – did not meet in July | September 15, 2020
 2. Policy & Personnel Committee – did not meet in July | [September 1, 2020](#)
 - e. Other Reports and Communications
 1. Friends' Report – Doug Weaver, President Friends of TADL
7. **Presentation: Tony Radjenovich, Municipal Employees' Retirement System of Michigan**
8. **Old Business**
 - a. [Memo – Budget Approvals](#)
9. **New Business**
 - a. [Remote Participation at Meeting by TADL Board Members](#)
 - b. New Policy Approval - [4.12 Art Exhibition Policy](#)
10. **Public Comment***
11. **Trustee Comment**
12. **Adjournment**

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.