



TADL Board of Trustees Policy and Personnel Committee

June 7, 2022
10:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

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

Agenda Approval: The agenda was approved.

Minutes Approval: The minutes of the May 3, 2022 meeting were approved.

Public Comment: There was none.

Policy:

Overview of Policies that have been Update

7.10 Whistleblower Policy

Howard and Radjenovich recently became aware of some required policies per the Library of Michigan. This is one of those policies and Howard worked on this as a part of her Government Accounting class project. There was much discussion about the importance of this and the employee manual. It was motioned by Vickery and seconded by Wescott to forward this for approval at the June Board meeting after legal review from K. Zeits. Motioned passed.

4.13 Social Media Policy

This policy was drafted by Brady in response to the potential need to remove inappropriate comments from the library social media in line with other TADL policies including the Behavior Policy. It was motioned by Pakieser and seconded by Wescott to forward this for approval at the June Board meeting after legal review from K. Zeits. Motioned passed.

2.9 Electronic Transactions Policy

Radjenovich explained that is another one of the mandatory policies required by the Library of Michigan. We have been already doing Electronic Transactions (ACH) and this policy clarifies and formalizes the process. It was motioned by Vickery and seconded by Wescott to forward this to the Finance Committee for review and then to the June Board meeting. Motioned passed.

Removal: 4.8.1 Public Access Laptops and Other Mobile Computer Devices

Due to the updated 4.8 Digital Devices and Internet Acceptable Use Policy, this policy is no

longer needed. It was motioned by Pakieser and seconded by Wescott to place the removal of this policy on the June Board Meeting. Motioned passed

Removal: 4.5 Bulletin Board and Brochures Policy

Howard explained that most flyers TADL now receives are not eligible to be displayed because of content or charging for services. This process of contacting the flyer distributor is onerous and timely. Staff would rather use these important spaces to promote all library events including members and branches. It was motioned by Wescott and seconded by Vickery to place the removal of this policy on the June Board Meeting. Motioned passed

Next Meeting Date / Time: August 2, 2022 at 10:00 am.

Next Meeting Topic Suggestions: Continued Policy Review; Naming Policy

Public Comment: None

Adjournment: The meeting adjourned at 11:05 am.

Table of Contents as of 6-1-2022

1 Governance

- 1.1 Amended By-Laws of the Traverse Area District Library – 8pgs [5-19-2022](#)
- 1.2 Electronic Communication for Trustees [11-18-2021](#)
- 1.3 Oath of Office for Trustees [10-21-2021](#)
- 1.4 Traverse Area District Library Trustee Ethics Statement – 2pgs [11-18-2021](#)
- 1.5 Authority of Committees [10-21-2021](#)
- 1.6 Freedom of Information Procedures and Guidelines – 10pgs [3-18-2021](#)
FOIA Public Summary – 6pgs | FOIA Request Detailed Cost Itemization – 6pgs [3-18-2021](#)
- 1.7 (none)
- 1.8 Remote Participation at Meetings by Traverse Area District Library Board Members and the Public – 5pgs [11-18-2021](#)

2 Finance

- 2.1 Budget Adjustment and Disbursement [5-13-10](#)
- 2.11 Fund Definitions – 2pgs [3-17-11](#)
- 2.2 Purchasing and Contracting Policy – 4pgs [12-16-2021](#)
- 2.3 Credit Card Use – 2pgs [10-21-2021](#)
- 2.4 Disposal of Scrap, Salvage, and Excess Items – 2pgs [5-19-2022](#)
- 2.5 Gift Policy [9-18-14](#)
- 2.6 Donor Recognition Policy [9-24-15](#)
- 2.7 Investment Policy Statement – 2pgs [4-21-16](#)
- 2.8 Tax Capture [3-20-14](#)

3 Circulation

- 3.1 Borrowing Privileges [5-21-20](#)
- 3.2 Borrowing Parameters and Delinquent Charges [12-16-2021](#)
- 3.21 Fines and Lending Periods [6-17-2021](#)
- 3.3 Limited Borrowing Privileges [2-20-20](#)
- 3.4 Confidentiality of Library Records [3-18-21](#)
- 3.5 Mailing Lists Available to the Public [10-21-2021](#)
- 3.6 TADL 3D Printing Policy – 2pgs [12-19-19](#)
- 3.7 Wi-Fi Hotspot and Laptop Lending Policy – 2pgs [8-19-2021](#)

4 Facilities

- 4.1 Library Behavior Policy – 3pgs [4-21-2022](#)
- 4.2 Smoke and Tobacco Free Campus [5-16-19](#)
- 4.3 Unattended Children – 2pgs [10-20-11](#)
- 4.4 Bicycle Policy [6-16-11](#)
- 4.5 Bulletin Board and Brochures Policy [10-15-20](#)
- 4.6 Public Use of Meeting Rooms – 5pgs (+ application) [9-19-19](#)
- 4.7 Equipment Use (+ 2 AV Tech Agreements) [3-15-18](#)
- 4.8 Digital Device and Internet Acceptable Use Policy – 2pgs [5-19-2022](#)
- ~~4.8.1~~ Public Access Laptops and Other Mobile Computer Devices [11-21-13](#)
- 4.9 Speech Related Activity Policy – 5pgs [9-20-18](#)
- 4.10 Opioid Antagonist Administration Policy and Procedures – 3pgs [5-19-2022](#)
- 4.11 Library Pandemic Response Policy – 2pgs (+ Response Plan Referenced) [5-21-20](#)
- 4.12 Art Exhibition Policy – 4pgs [9-17-20](#)
- 4.13 Display Case Policy [10-15-20](#)
- 4.14 Mobile Library Services Policy 2pgs [4-21-2022](#)

5 Collection Development

- 5.1 Materials Selection Policy – 5 pgs (+ Request for Reconsideration of Lib. Materials) [9-16-2021*](#)
**must be reviewed every 5 years per policy*
- 5.2 (none)
- 5.3 Access to Materials Based on Age [8-19-2021](#)
- 5.4 American Library Association’s “The Freedom to Read” – 4pgs [8-19-2021](#)
- 5.5 American Library Association’s “Freedom to View” [8-19-2021](#)
- 5.6 American Library Association’s “Library Bill of Rights” [8-19-2021](#)

6 Reference and Information Services

- 6.1 Inter-Library Loans [5-18-17](#)
- 6.2 City Directory Information [10-21-2021](#)
- 6.3 Public Relations Policy [3-9-06](#)

7 Human Resources

- 7.1 Conflict of Interest Policy – 3pgs [10-21-2021](#)
- 7.2 Drug Free Workplace [01-03](#)
- 7.3 Employee and Volunteer Recognition Policy [2-9-06](#)
- 7.4 Volunteers [01-03](#)
- 7.5 Nepotism [8-19-2021](#)
- 7.6 Use of Supplemental Substitute Employees – 2pgs [10-10-13](#)
- 7.7 Discontinuance of TADL Email and Phone during Unpaid Leave [11-20-14](#)

7.8 Code of Ethics for the Traverse Area District Library – 2pgs 12-18-18

7.9 TADL Remote Work Policy – 2pgs 12-17-20

