



TADL Board of Trustees Finance & Facilities Committee

December 4 2023
2:00 pm ~ Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: P. Deyo, and J. Jones, Trustees. M. Myers, B. Boulter, D. Baldwin and M. Howard, staff.

Agenda Approval: It was motioned by Deyo and seconded by Jones to approve the agenda. All were in favor. The agenda was approved.

Minutes Approval: It was motioned by Deyo and approved by Jones that the minutes from the October 3, 2023, Finance and Facilities Committee be approved. All were in favor. The minutes were approved.

Public Comment: No public comment.

Facilities:

- **Bathroom Update:**

Boulter has been in contact with Spence Bros. Materials have been ordered and will take 6-8 weeks, then Spence Bros. will begin scheduling contractors, etc.

- **Acme Location Update.**

Howard was contacted by representatives from Acme township. With the lack of agreement between TCAPS and Acme, they are looking for other building options. They will reach out once a new facility plan is made. Some ideas that could be accomplished are TADL lockers and a drop box, having a story time or book club at their Community meeting room.

- **Northland Library Cooperative Reciprocal Lending Agreement**

Howard explained that TADL allows anyone in the Northland Library Cooperative area to get a TADL library card per our lending policies. The Reciprocal Agreement is the legal agreement to allow this. This will not change any TADL procedure by agreeing to this. Board approval is required.

Finance:

- **2023 Budget Amendment**

Baldwin explained the budget amendment and answered any Trustee questions. As a part of this discussion, Howard explained that there is a sizable excess of money in the Personnel budget. Howard would like to give staff a retention bonus. They are incredibly dedicated individuals who are very hard to replace. This would be a one-time bonus and would exclude Howard, substitute employees, and any employees new to TADL in the last 3 months who are still in their probationary period. It was motioned by Deyo and

seconded by Jones to forward to the Board with their approval bonuses in the following amount:

Part-time Irregular Employees:	\$500
Part-time Union Employees:	\$750
<u>Full-time Union Employee and Salary Staff:</u>	<u>\$1,000:</u>
Wages	\$54,500
Fringe	\$6753.75
Total	\$61,257.75

- **2024 Capital Improvement Budget**

Baldwin and Howard presented the Capital Improvement Budget. These are larger projects in which the funds would be taken from the Public Improvement Fund. Howard explained that she and Boulter and trying to plan for the year and this approval will help with a number of projects that need to be completed. Some projects on the list may not get done but staff will work toward them. Howard also noted that some projects will require RFP's which will be brought to the Board.

Next Meeting Date / Time: February 6, 2024

Next Meeting Topic Suggestions: Chillers Update, MERS Total Liability Calculator

Public Comment: No public comment.

Adjournment: It was motioned by Deyo and seconded by Jones to adjourn. The meeting adjourned at 3:12 p.m.