



Board of Trustees Regular and Annual Meeting MINUTES

Thursday, January 20, 2022 at 4:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. **Call to Order**

The meeting was called to order by President Jones at 4:05pm. Present were: Jones (President); Odgers (Vice President); Sullivan (Treasurer), Vickery (Trustee) and Deyo (incoming Trustee). Pakieser (Secretary) and Westcott (Trustee) 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. **Welcome New Trustee (Deyo) Oath of Office**

President Jones welcomed incoming trustee Paul Deyo, appointed by Grand Traverse County, to the TADL Board of Trustees and administered the Oath of Office, with affirmation from Deyo.

4. **Approval of the Agenda**

It was MOVED by Sullivan, SUPPORTED by Vickery, to approve the agenda as presented. Motion CARRIED.

5. **Public Comment**

President Jones opened the floor for public comment. The following people addressed the board: Bruce Bennet, TADL Facilities Manager, announced his retirement at the end of the month and introduced the new Facilities Manager, John Jass. Bennett thanked the past and present Board of Trustees for their support and confidence in him over the past 11 years and noted it was a pleasure working at TADL.

6. **Approval of Minutes**

a. *Regular Meeting of December 16, 2020*

It was MOVED by Odgers, SUPPORTED by Vickery, to approve the regular meeting minutes of December 16, 2021 as presented. Motion CARRIED.

7. **Annual Meeting**

a. *Election of Officers*

President Jones read the proposed 2022 Slate of Officers consisting of: Odgers, President; Pakieser, Vice President; Sullivan, Treasurer; and Westcott, Secretary. It was MOVED by President Jones, SUPPORTED by Vickery, to approve the officers as was read and presented. Motion CARRIED.

Following the election of new officers, Jones turned the meeting over to newly elected President Odgers.

b. *Committee Appointments*

President Odgers inquired if any trustees had a preference of which committee to serve on. Following a brief discussion, it was determined that Sullivan, Jones and Deyo will serve on the Finance and Facilities Committee and Vickery, Pakieser, and Wescott will serve on the Policy and Personnel Committee. It was MOVED by Sullivan, SUPPORTED by Jones, to adopt the committee assignments as presented. Motion CARRIED.

c. *Approval of Board Meeting Schedule February 2022-2023*

Howard noted that the monthly meeting schedule includes branch and member library hosting locations and hopes that the pandemic situation allows for those to happen. It was MOVED by Jones, SUPPORTED by Sullivan, to approve the 2022-2023 board meeting schedule as presented. Motion CARRIED.

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

Howard noted that full operational hours are listed on the document for approval, but that the libraries are currently operating under Covid reduced hours. Holiday closures are consistent with the new union agreement. It was MOVED by Jones, SUPPORTED by Vickery, to approve the TADL Main and Branch library operational hours and closure dates for 2022 as presented. Motion CARRIED.

e. *Approval of TADL Main Library and Branch Operational Hours and 2023 Closure Dates*

It was MOVED by Jones, SUPPORTED by Deyo, to approve both the TADL Main and Branch library operational hours and closure dates for 2023 as presented. Motion CARRIED.

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

Vickery noted that the Policy Committee felt that the TADL Ethics Statement was not assumed under the Conflict of Interest Policy guidelines and that to correctly implement both documents the board should read, confirm, and sign each statement independently and on an annual basis. The signed documents are included in the official record.

8. **Reports and Communications**

a. *Director Report | Departmental Reports*

Howard confirmed her written report and added the following:

- Howard directed attention to the list of accomplishments and proud moments for 2021 as reported and compiled by the staff.
- Some Michigan libraries have closed branches and further reduced hours in response to the rise of Covid cases in the area. Howard noted that at TADL some staff have worked longer hours to fill-in for sick employees.
- The board retreat facilitator has given a range of available dates, Howard is still trying to find the date that works for everyone. The facilitator has been selected for several reasons including her wide range of experience, understanding of municipalities, and successful work with local entities such as BATA.

b. *Financial Reports*

Radjenovich reviewed the year-end financial report. All 2021 revenues have been received, but there are a few straggling bills. She noted that on the end of the year budget adjustment there was a typo and personnel should have read \$100,000 not \$150,000. She apologized for the error and there is a revision for approval later on the agenda. She also noted that following the LED lighting upgrade the December lighting bill went down 23%. Several unexpected year-end donations were greatly appreciated. Radjenovich expects about \$250,000 left at the end of the year, however the final figures will not be known until the audit is complete.

c. *Member Library Reports*

Written reports were included in the board packet from Jennifer Thomet, Director of Interlochen Public Library (IPL), and Vicki Shurly, Director of Peninsula Community Library (PCL). No written or verbal report was provided from Kendall Spratt, Director of Fife Lake Public Library (FLPL).

d. *Committee Reports*

- Finance and Facilities and Services Committee – Sullivan noted that the committee had met and discussed the effectiveness of the new Security Officers who have been handling behavioral incidents at the Main Library. The committee also discussed and made a recommendation for the Director compensation item later on the agenda. Sullivan welcomed the new Facilities Manager, John Jass.

Jass then provided information on his background, having 30 years of facilities experience at a resort, studied sculpture as well as landscape architecture. Jass is drawn to the generational commitment aspect of a community building and is extremely excited to see and work in all the nooks and crannies of the library and to move forward with pending projects like the roof. He is also interested in working with the outdoor aspect of the library and seeing how it can be expanded to more than just decoration for the patrons.

- Policy and Personnel Committee – Vickery noted that the committee had met and discussed the housing and homeless situation, the possibility of coordinated public service to address those needs in the community, and the extent that the problem adversely affects the library and the library users and staff experiences. A lengthy discussion of the breadth of the issue ensued. The committee is working on crafting a statement from the board to the City and County Commissions urging them to take actions toward the issue of homelessness that could deter and reduce the increased behavioral issues from homeless individuals and provide a needed Day Shelter in the community.

e. *Other Reports and Communications*

- Friends' Report – Donna Hornberger, TADL Friends Board President
No verbal or written report was provided.

9. **New Business**

a. *Resolution – 2021 Budget Amendment Correction*

Radjenovich had revealed the typographical error and necessity for the correction both in her written and verbal financial reports. It was MOVED by Jones, SUPPORTED by Vickery, to adopt the corrected 2021 Budget Amendment dated January 20, 2022 as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

b. *Resolution to Approve Member Library Payments for 2022*

It was MOVED by Jones, SUPPORTED by Sullivan, to approve and disperse member library agreement payments in the amounts of \$175,000 to Fife Lake Public Library, \$225,000 plus a \$10,000 supplemental payment to Interlochen Public Library, and \$229,000 to Peninsula Community, per the member library agreements and as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

c. *Resolution to Approve in Advance Health Insurance and MERS Invoices for 2022*

It was MOVED by Jones, SUPPORTED by Vickery, to approve the Resolution to Approve in Advance Health Insurance and MERS Invoices for 2022 as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

d. *Director Compensation*

Sullivan noted that the Finance Committee had looked at comparable Director salaries, recognized that Howard had secured numerous grants throughout the year, acknowledged that Howard not only handles Branch libraries but works closely with Member libraries in the district, and noted that department heads were given 5% increases among many other appreciated efforts and qualities. The committee recommended Howard receive a 5% increase retroactive to January 1, 2022. It was MOVED by Sullivan, SUPPORTED by Jones, to approve and administer a 5% increase in Director Howard’s salary as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes. Howard thanked the board for the recognition and increase.

10. **Public Comment**

President Jones opened the floor for public comment. There was none.

11. **Trustee Comment**

Sullivan thanked Jones for his past years of presidency on the board and felt that he had done an excellent job, in particular with the member library agreements. Vickery echoed those sentiments and added that Jones’s clarity, good sense in all circumstances, and humor were appreciated.

Jones noted that he had received several thank you cards to the TADL board from the library staff for the holiday gift card they had received.

12. **Adjournment**

With a motion to adjourn by Sullivan, supported by Jones, President Odgers adjourned the meeting at 5:14pm.

Respectfully submitted,

Approved by board vote on February 17, 2022

V. Carpenter, Recording Secretary

J. Wescott, Board Secretary