



Board of Trustees Regular Meeting MINUTES

Thursday, February 17, 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: Odgers (President); Pakieser (Vice President); Sullivan (Treasurer), Wescott (Secretary); Vickery, and Jones (Trustees). Deyo (trustee) was 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. **Re-appointment (Jones) Oath of Office**

Secretary Wescott administered the Oath of Office to Trustee Jones, re-appointed by Grand Traverse County, to the TADL Board of Trustees, with affirmation from Jones.

4. **Approval of the Agenda**

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

5. **Public Comment**

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

6. **Approval of Minutes**

a. *Regular and Annual Meeting of January 20, 2022*

Jones noted a correction in the minutes under item 10, where the minutes read President Jones, but should read President Odgers. Odgers requested the addition of the presentation of a card and gift from the board of trustees, to out-going President Jones. It was MOVED by Jones, SUPPORTED by Sullivan, to approve the minutes with the aforementioned amendments. Motion CARRIED.

7. **Reports and Communications**

a. *Director Report | Departmental Reports*

Howard confirmed her written report and added the following:

- The MDHHS has removed the recommendation for mask wearing indoors. Patrons and staff are now no longer required to wear a mask while in the library, however some are still choosing to wear them.
- TADL has copies of the library history book, *Beyond Books* by Heather Schumaker, available for purchase.

Odgers expressed appreciation and support of the Attorney General's opinion regarding remote access for people with disabilities.

b. *Financial Reports*

Radjenovich confirmed her written reports for January 2022 and highlighted the following:

- Interest and dividends have started out in the hole this year. Unfortunately, there is not much TADL can do to change that due to the investment restrictions.
- TADL has received more business donations lately for the bookmobile.
- TADL received a reimbursement for the insurance payment made at the beginning of the year after negotiating a better rate. The refund will be applied to insurance for the bookmobile.
- Per the union contract, all RSL leave balances have been paid out and will be reflected in the February report.

c. *Member Library Reports*

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

Jones noted that PCL is purchasing a generator. He congratulated them on that effort which will provide a benefit their community during longer power outages. He plans to ask FLPL to consider it since they are in an isolated area. Sullivan reinforced that the generator at PCL was donated. Howard noted that the Main Library has not had an issue with long power outages.

d. *Committee Reports*

- Finance and Facilities and Services Committee – Sullivan noted that the committee had met and received an update from Facilities Manager, John Jass, on the current situation with the new roof project. Jass recommends waiting on the roof until 2023 to try to mitigate the heat loss in certain areas. The RFP process to renovate the bathrooms has begun. Deyo noted that he will be looking for state-of-the-art components, ADA compliance, and energy efficiencies. The committee also discussed the competitive bid process for updating the website, later on the agenda.
- Policy and Personnel Committee – Pakieser noted that the committee had met and discussed the fact that TADL has several high value long overdue items from the Library of Things and is looking at how to compel patrons to return them. Letters were sent out and a few of the items have been returned. Counsel confirmed that TADL has the right to refer these patrons to law enforcement, an important measure in protecting taxpayer funded assets. A final notice letter will go out to the remaining patrons before handing them to law enforcement.

e. *Other Reports and Communications*

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

8. **Old Business**

a. *Policy Revision – 4.1 Behavior Policy*

Howard requested that the behavior policy be reinstated to its prior state, admitting that her attempt to give patrons a second chance and be less punitive was the wrong direction to go. It has resulted in more behavioral incidents with chronic offenders for both staff and security to deal with. Each of those interactions have also escalated to more abusive actions toward staff. The policy change has not fixed the problem of alcohol and drug abuse in the library. Howard is

asking for the reversal in order to protect staff. Vickery initiated a brief discussion about protecting the library and ensuring that the penalties are consistent with the negative impact of the behavior on the property and staff, with the hope that the topic will be revisited at a later date. It was MOVED by Pakieser, SUPPORTED by Wescott, to approve the revision of 4.1 Behavior Policy back to its former state. Vickery also expressed support for Howard's request. Motion CARRIED,

- b. *Retreat Topics: Board Best Practices, Bylaws re: Consent Calendar, Board Statement Regarding a Day Shelter, Land Acknowledgement.*

Howard noted that the board retreat on March 1, 2022 would focus on governance best practices during the first half, and forward moving actions during the second half. No action will be taken during the retreat.

9. **New Business**

- a. *Memorandum of Agreement Between Traverse Area District Library (TADL) and Grand Traverse Academy (GTA) for Issuing TADL Library Cards to GTA Students*

Howard and East Bay Branch Manager, Matt Archibald, patterned the agreement between TADL and GTA after the agreement to issue library cards at TCAPS. GTA does not have a school library and was very excited to make this partnership with the TADL. Archibald highlighted ways in which GTA and EBB might continue partnering through student field trips to the library, taking the library's new bookmobile to GTA, more programming for teens, etc. It was MOVED by Sullivan, SUPPORTED by Wescott, to approve the Memorandum of Agreement between TADL and GTA for using library cards to GTA students as presented. Motion CARRIED.

- b. *Waiver of Competitive Bid Procedure for Website Renovation/Update*

Howard noted the need for updating the library website and was asking the board to waive the competitive bid process in order to stop the likely inundation of bids. Morey, Assistant Director Technology, explained that with the strategic plan directives, the realization during the pandemic of how important the website is to the library's public service along with the continued increase in digital services usage, and the need for more accessible offerings, it is critical to engage in the renovation at this time. Morey identified multiple web design vendors capable of handling the extensive needs of the TADL website. Howard and Morey would like to gather proposals from these half dozen vendors and evaluate them as an open bidding process. Since policy does allow for waiving the competitive RFP bid process in certain instances, this would allow TADL to eliminate a high volume of proposals to vet out, and maintain the best use of taxpayer dollars. It was MOVED by Jones, SUPPORTED by Wescott, to modify the bid process to allow a focused procedure of obtaining a number of bids from vendors with the necessary qualifications to execute the library's website needs as presented. Motion CARRIED.

- c. *NWS Omission Update*

Howard provided an update on the omission of TADL as the grant recipient on the National Writers Series (NWS) flyer that enabled NWS to secure author Joy Harjo for an author event. Zeits noted that it was a violation of the grant. Howard noted that it could also jeopardize future grant requests. The omission was addressed with NWS who did attempt to rectify it. Howard would like to move forward in taking necessary steps to preserve the event with the support of the board. This incident raised a discussion about partnerships and the need to review the library's understanding of partnership agreements: What is the definition of a partner?, What is the difference between a partner and a sponsor? What benefits, policies, and procedures are needed between the parties?, Does the partnership meet our mission? Does the partnership meet our mission? Etc. Following Odgers inquiry about livestreaming capabilities, Morey confirmed that he and Olson have discussed the idea and will address it in the future.

10. **Public Comment**

President Jones opened the floor for public comment. The following people addressed the board: Melissa McKenna, Almira Township and Head of Adult Services at TADL, talked about fake news programming with NMC, and hosting important community conversation program plans through the Adult Services Department.

11. **Trustee Comment**

Sullivan was impressed that TADL was able to loaned a book to the Danish Royal Library. McKenna, Head of Adult Services commented that TADL does many inter-library loans regularly within the country, but international loans are not done often so it was very exciting as a librarian.

12. **Adjournment**

With a motion to adjourn by Wescott, supported by Sullivan, President Odgers adjourned the meeting at 5:28pm.

Respectfully submitted,

Approved by board vote on March 17, 2022

V. Carpenter, Recording Secretary

J. Wescott, Board Secretary

APPROVED