



Board of Trustees Regular Meeting
MINUTES
Thursday, August 18, 2022 at 4:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49684

1. Call to Order

The meeting was called to order by Vice President Pakieser at 4:05pm. Present were: Pakieser (Vice President); Sullivan (Treasurer); Vickery, Jones, and Deyo (Trustees). Odgers (President) and Wescott (Secretary) 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. Approval of the Agenda

Howard requested an amendment to add New Business item f: Authorization to pay Northland Library Cooperative a Portion of State Aid. It was MOVED by Sullivan, SUPPORTED by Vickery, to approve the agenda as presented with the aforementioned amendment. Motion CARRIED.

4. Public Comment

Vice President Pakieser opened the floor for public comment. There was none.

5. Consent Agenda

- a. *Regular Meeting of June 16, 2022 | Closed Session of June 16, 2022*
- b. *Department Reports*
- c. *Finance and Facilities Committee Report – August 2, 2022*
- d. *Policy and Personnel Committee Report – August 2, 2022*
 1. *Policy Review: 4.3 Unattended Child Policy*
 2. *Renumber: 3D Printer Policy 3.6 to 3.2*
- e. *Financial Report – Narrative | Expenses | Revenues*
- f. *Member Library Communications – FLPL | IPL | PCL*
- g. *Friends of TADL Report – Donna Hornberger, President*
- h. *Correspondence*

It was MOVED by Jones, SUPPORTED by Sullivan, to accept and affirm receipt of the Consent Calendar information. Motion CARRIED.

6. Items Removed from the Consent Calendar

No items were removed from the Consent Calendar.

7. Director Report

Howard confirmed her written report and added the following:

- Howard is incredibly proud of all the activity happening at the library. It was great seeing all the families participating in the Summer Learning Challenge with those statistics well above 2021's.
- The Bookmobile has been on the road many times since its acquisition and the interior is getting installed now.

Vice President Pakieser noted that progress on the homeless day shelter appears to be moving forward but the County does not seem to be engaged in the process at all, yet the issue affects effects both the City and the County.

8. Old Business

- a. *Policy Revision: 1.8 Remote Participation at Meetings Policy*
Vickery recognized those who have contributed work toward the overall thankless task of policy reviews and revisions. Revisions to the remote participation policy bring it into alignment with the current Open Meetings Act requirements. Trustees with a qualified medical disability can participate in board meetings remotely and can vote on items. Zeits (Counsel) answered questions from trustees about the process and accommodation requirements. It was MOVED by Vickery, SUPPORTED by Jones to adopt the revisions to 1.8 Remote Participation at Meetings Policy as presented. Motion CARRIED.
- b. *Policy Revision and Consolidation: 3.1 Borrowing and Library Account Policy*
Vickery noted there were no substantive changes to the revision and that the changes were a consolidation of several policies into one while removing operational elements which are under the direction of the Director. Howard noted that the revision and consolidation was modeled after other Class 6 libraries and is intended to increase operational circulation efficiencies which get bogged down when the board must approve every small change. Vickery punctuated the fact that financial fines and fees are addressed within the policy, but the implementation is an operational procedure. It was MOVED by Jones, SUPPORTED by Vickery to adopt the revision of 3.1 Borrowing and Library Account which includes policy removals and consolidation of former policies 3.1, 3.2, 3.21, 3.3, 3.4, and 3.5. Motion CARRIED.
- c. *Change Staff In-service Closure Date to November 18, 2022*
Howard explained that due to the numbers of attendees at the in-service originally scheduled for October 14th, a larger space was needed than the McGuire Meeting Room can legally hold. She was able to secure a meeting space on November 18th at the Hagerty Center at a reasonable rate. It was moved by Jones, SUPPORTED by Deyo to cancel the prior library closure date of October 14th and to approve closure on November 18th in order to accommodate the needed change for staff in-service training day. Motion CARRIED.

9. New Business

- a. *New Policy: 3.3 Library of Things & Policy Removal of 3.7: Wi-Fi Hotspot and Laptop Lending Policy*
Vickery explained that the new policy 3.3 folded in the substantive elements of policy 3.7 thus making it more operationally efficient and effective as new items are added. Zeits (Counsel) also created a Library of Things Lending Rules and Agreement supplement form to coincide with the new 3.3 Library of Things Policy. It was MOVED by Vickery, SUPPORTED by Jones to adopt the new policy 3.3 Library of Things and to remove policy 3.7 Wi-Fi Hotspot and Laptop Lending Policy. Motion CARRIED.

b. *L-4029 Tax Rate Request Form*

Radjenovich introduced the 2022 Tax Rate Request Form. It includes a Headlee rollback which brings the request of .9202 mils down to .9044 mils, however taxable values on property have gone up so those revenues will still go up in the coming year. It was MOVED by Jones, SUPPORTED by Sullivan to authorize required signature and submission of the L-4029 2022 Tax Rate Request Form. A roll call vote was taken with the following results:

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

Motion CARRIED.

c. *Resolution: MERS Payment from Internal Service Fund and Fund Closure*

It was MOVED by Jones, SUPPORTED by Sullivan to approve payment to the MERS unfunded pension liability in the amount of \$114,173.30. Following a discussion of where the funds were coming from, Jones amended his motion, with support from Sullivan, to authorize the Director and the Assistant Director of Finance and Human Resources to make the aforementioned payment with the balance of the Internal Services Fund (ISF) and subsequently close the ISF since it will no longer serve the intended function of the fund. A roll call vote was taken with the following results:

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

Motion CARRIED.

d. *2022 MERS Officer and Employee Delegate Certification Form*

Howard noted that TADL is required to hold an election of the MERS participant body and send delegates to the annual MERS Conference. Scott Morey has been elected as Officer Delegate and Vicki Carpenter has been elected as Employee Delegate. Linda Smith and Rosie May have been selected as alternates respectively. It was MOVED by Vickery, SUPPORTED by Jones and Sullivan to accept and approve the elected delegates' attendance at the 2022 Annual MERS Conference. Motion CARRIED.

e. *Discussion: Guns in Libraries*

Several articles regarding guns in the library were included in the board packet for review prior to the board meeting. Howard noted that this discussion item was requested by President Odgers and Wescott, however they were both absent. Discussion was held based on review questions distributed at the meeting by Vice President Pakieser. A lengthy discussion ensued regarding: what the library policies/procedures are; what concerns the trustees, staff or the public may have; and whether anything should be done in response to the information received. Howard explained that the library's hands are tied to the Michigan Legislature. Currently open carry guns are allowed in public libraries, however the Michigan Library Association is lobbying to include libraries among those institutions, such as public schools, that do not allow open carry.

Following the discussion of how and what platform to address concerns and how to be an advocate for libraries on this issue, Howard noted that she will be writing a forum article on how books unite us that would be published during September. The board members present asked

Howard to draft a statement from the trustees that she could add to the forum article based on this discussion and to share it with trustees individually for their comments prior to submission of the forum article.

f. *Authorization to Pay Northland Library Cooperative Portion of State Aid*

It was MOVED by Pakieser, SUPPORTED by Vickery to approve and remit the required one-half of State Aid received, in the amount of \$26,406.52, to Northland Library Cooperative. This amount is over the Director spending limit of \$25,000 and must be approved by the board. Deyo inquired whether the threshold allowing the Library Director to pay invoices without board authorization should increase. Howard said she has been tracking it for the year and felt these few occurrences could be easily be resolved at the beginning of the year along with the regular pre-authorization resolution to pay known/anticipated invoices for the year which are over the \$25,000 limit. A roll call vote was taken with the following results:

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

Motion CARRIED.

10. **Public Comment**

Vice President Pakieser opened the floor for public comment. There was none.

11. **Trustee Comment**

Deyo inquired about the selection and criteria process of book selection and would like to discuss this as a board in the near future so that the board is prepared to respond to any challenges of collection materials that may be brought before the board.

Sullivan expressed appreciation for the discussions the board has undertaken. She also suggested that the board be included in the results of the Teen Services diversity audit.

12. **Closed Session**

A closed session was not needed.

13. **Adjournment**

With a motion to adjourn by Vickery, supported by Jones, Vice President Pakieser adjourned the meeting at 5:09pm.

Respectfully submitted,

Approved by board vote on September 15, 2022

V. Carpenter, Recording Secretary

J. Wescott, Board Secretary