



Board of Trustees Regular Meeting MINUTES

Thursday, October 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 Odgers at 4:00pm. Roll call attendance was taken. Present were: Odgers (President); Pakieser (Vice President); Sullivan (Treasurer); Wescott (Secretary); Jones and Deyo (Trustees). Vickery (Trustee) was absent. Also present were: Howard (Director); Radjenovich (Assistant Director for Finance and Human Resources); Parvel, Boulter, Archibald, Brady, McKenna, and Olson (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 to amend the agenda by adding New business item d, introduction of a proposal from Acme Township. It was MOVED by Sullivan, SUPPORTED by Pakieser, to approve the agenda as amended. Motion CARRIED.

4. **Public Comment**

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

5. **Michigan Library Appreciation Month October 2022 Resolution.**

President Odgers read the Michigan Library Association Appreciation Month October 2022 Resolution in its entirety. It was MOVED by Jones, SUPPORTED unanimously by all trustees present, to adopt the resolution as presented. Motion CARRIED.

6. **Consent Agenda**

- a. *Approval of Minutes - Regular Meeting of August 18, 2022*
- b. *Department Reports*
- c. *Finance and Facilities Committee Report – September 6, 2022*
- d. *Policy and Personnel Committee Report – September 6, 2022*
- 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 Wescott, to accept and affirm receipt of the Consent Calendar information. Motion CARRIED.

7. **Items Removed from the Consent Calendar**

No items were removed from the Consent Calendar.

8. Director Report

Howard confirmed her written report and added the following:

- Howard attended the Pride Luncheon and brought a Take or Leave One Love Note board with Post-its to add notes. Attendees wrote many kind and caring notes to post on the board for others to take. Some attendees simply took the note that meant something to them. The board was very successful and Howard plans to use it again next year.
- Howard attended the City Commission meeting and read the Michigan Library Appreciation Month Resolution. Trustee Deyo attended and presented it at the County Commission meeting.
- A team from TADL participated in Trivia Night during Banned Books Week. Unfortunately, they did not win.
- Howard is applying for an ARPA grant with the County that allows TADL to ask for grant funds to recoup revenues from fines, meeting room fees and other revenue streams lost while the library was closed during the COVID pandemic. The deadline is October 31, 2022.
- Howard is also applying for a MEDC matching grant to help fund the new monument sign. This grant is a 50% matching grant up to \$50,000. TADL has also received \$15,000 from the Friends of TADL for use toward the sign.
- Howard, along with several community librarians, met at Northwestern Michigan College for conversations about book banning, and resource sharing among other topics.
- The new library website is now live.

9. Old Business

a. *Policy Revision: 1.4 Traverse Area District Library Trustee Ethics Statement*

It was MOVED by Pakieser, SUPPORTED by Wescott, to accept and approve the revisions to policy 1.4 Traverse Area District Library Trustee Ethics Statement as presented. Motion CARRIED.

b. *Policy Revision: 7.2 Drug-Free Workplace Policy*

It was MOVED by Pakieser, SUPPORTED by Wescott, to approve the revisions to 7.2 Drug-Free Workplace Policy as presented. Motion CARRIED.

c. *Acceptance of New Uniform Chart of Accounts*

Radjenovich noted that the State requires the use of a new chart of accounts by year end. Since TADL is currently in the process of converting to a new accounting system which is scheduled to be done by mid-December, Radjenovich was asking the board to acknowledge and accept the new Uniform Chart of Accounts presented in the board packet as having been completed by the required date of 12-31-2022. She does not anticipate any delay in the system conversion, but this request would help fulfill the requirement. It was MOVED by Jones, SUPPORTED by Deyo, to accept the new Uniform Chart of Accounts presented as complete and in compliance. Motion CARRIED.

d. *Monument Sign Approval*

Jones explained that the sign decided upon by the Finance and Facilities Committee was presented in the board packet which included the requested updates and a day and night view. The design was coming before the board for a full board approval. Some discussion ensued on the clocktower which had been removed, the sign materials and durability/maintenance,

construction timing, selling book spines to help fund the cost, and the garden plans surrounding the sign. Facilities Manager, Boulter, responded to more technical specifications of the sign and garden, and Howard noted that she is applying for a MEDC matching grant to help pay for the sign. Trustees were mixed about selling book spines at this time. It was MOVED by Jones, SUPPORTED by Sullivan, to approve up to \$40,000 to finance the design selected by the Finance and Facilities Committee presented, and to begin construction as soon as is practical. Motion CARRIED.

e. *By-Laws Change regarding Temporary Secretarial Duties*

Pakieser noted that the change in by-laws was to add language providing for back-up Secretarial duty coverage in the event the presiding Secretary is absent which also facilitates timely signatures. It was MOVED by Pakieser to accept a change to the by-laws to include in section 4.5, the statement reading "All or any portion of the duties of Secretary may be delegated to any other Trustee or the Library Director by the Board for any time period directed by the Board. A roll call was taken with the following results:

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

Motion CARRIED with 6 (six) ayes.

10. **New Business**

a. *New Policy: 7.3 Workplace Relationship Policy*

Pakieser introduced the new policy 7.3 Workplace Relationship Policy. This is different from the Nepotism Policy and relates to workplace relationships and direct supervisory relationships. It is intended to protect TADL from potential harassment claims, and it protects the employees. Several questions were raised, including a concern about privacy, that need clarification from Adams (Labor Relations Counsel) before trustees felt they could make a decision on this policy. The new policy, 7.3 Workplace Relationship Policy, was TABLED in order to would go back to the Policy and Personnel Committee to seek more information.

b. *Approval for Director to Modify Agreement with Huntington Bank to Allow 401(k) Withdrawals for Disability*

Howard noted that although she has been given authority to sign documents regarding the Library's 401(k) plan, she was seeking approval to make changes in the document to allow employees to have access to withdraw funds from their 401(k) balance for disability reasons. It was MOVED by Wescott, supported by Pakieser, that the board re-affirms and gives authority to the Director to sign 401(k) documents to allow for withdrawals for disability. Motion CARRIED.

c. *Discussion: Favorite Library Memory*

All trustees present shared their favorite library memory and why they decided to seek membership on the Traverse Area District Library Board. The following attendees also shared favorite memories and stories of libraries in their life: Kate Parvel, Bret Boulter, Matt Archibald, Heather Brady, Melissa McKenna, and Aaron Olson (Staff); Howard (Director); and Zeits (Counsel).

d. *Proposal from Acme Township*

Howard noted that she received a call from Acme Township regarding a possible acquisition of space from a confidential RFP. The inquiry was whether TADL had any interest in a portion of the space within the proposed acquisition, to use as another location, a small book drop outlet

etc. The board agreed that Howard should pursue further exploration of the idea with a non-binding commitment. Should the conversation develop into a feasible option, TADL would follow all standard processes and procedures applicable to the outcome.

11. **Public Comment**

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

12. **Trustee Comment**

Pakieser thanked the staff for adding the Strategic Plan categories within their administrative reports. It is very helpful and keeps the Strategic Plan alive.

Howard noted that the State of Michigan partners with libraries to get COVID test kits to the public. TALD received 400 free test kits to distribute to staff and patrons.

13. **Closed Session**

A closed session was not needed.

14. **Adjournment**

With a motion to adjourn by Pakieser, supported by Wescott, President Odgers adjourned the meeting at 5:37pm.

Respectfully submitted,

Approved by board vote on November 17, 2022

V. Carpenter, Recording Secretary

J. Wescott, Board Secretary