



Board of Trustees Regular Meeting & 2023 Budget Hearing

MINUTES

Thursday, November 17, 2022 at 4:00pm
McGuire Community Room

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, left at 5:55pm); Sullivan (Treasurer); Wescott (Secretary, arrived at 4:05pm); Jones, Vickery, and Deyo (Trustees). 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 to amend the agenda by inserting item 11a Insurance RFP Quotes and Selection, between item 9 and just prior to item 10 Old Business. It was **MOVED** by Jones, **SUPPORTED** by Sullivan, to approve the agenda as amended by Howard. Motion **CARRIED**.

4. **Public Comment**

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

It was **MOVED** by Jones, **SUPPORTED** by Vickery, to open the Public Hearing on the 2023 Budget. Motion **CARRIED**.

5. **Public Hearing on the 2023 Budget**

a. Introduction of the 2023 Budget

President Odgers officially opened the Public Hearing of the 2023 Budget and turned the meeting over to Howard.

b. Budget Overview and Details

Howard provided a brief review of the overall budget. She also noted that this is the sixth year in a row that TADL's millage rate has been reduced by a Headlee Rollback and is currently at .9044 mills. The budget reflects a continuation of the \$10,000 per month payment to MERS, an amount higher than required, towards the board's commitment to pay down the unfunded pension liability which is currently 90% funded. Personnel costs are 58.6% of the budget, under the 64% average for most entities. TADL is committed to providing resources for the community, with 11% allocated to the materials budget.

Howard explained that, on the revenue side, although interest and dividends are showing losses it must be reflected on the annual budget. A \$91,000 loss has been projected. A big change in the supplies expense budget from 2022 is due to the new chart of accounts required by the

State of Michigan. Morey was able to secure a great deal on hotspots so TADL will have more to circulate with less cost in 2023. New, bigger, faster, and more complex 3D printers have been budgeted since demand has been growing for this service.

Trustees discussed demand for electronic vs print materials. More money has been allocated, however, Howard is continually looking at ways to balance the increasing costs of those materials. Odgers inquired about several recent donations and downtown Traverse City's Shop Your Community. One of the donors, pleased with how TADL's curbside service saved them during the pandemic, requested that as an appreciation from the family that some of the funds be used to do something nice for the staff. Fundraiser proceeds are not yet known from Shop Your Community Day. Radjenovich confirmed that the roof expense would be coming from the Public Improvement Fund. Following an inquiry about TIF collection, Zeits (Counsel) confirmed that the board had passed in a prior year a standard practice resolution to opt out of TIF any time that the library is allowed.

c. Public Comment

President Odgers opened the floor for public comment on the 2023 budget. There was none.

It was MOVED by Jones, SUPPORTED by Pakieser to close the Public Hearing on the 2023 Budget. Motion CARRIED.

6. **Discussion and Action to Adopt the 2023 Budget**

a. 2023 Budget Resolution

It was MOVED by Wescott, SUPPORTED by Jones, to adopt the 2023 Budget as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 (seven) aye.

7. **Consent Agenda**

- a. *Approval of Minutes - Regular Meeting of October 20, 2022*
- b. *Department Reports*
- c. *Finance and Facilities Committee Report – November 1, 2022*
- d. *Policy and Personnel Committee Report – November 1, 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 Deyo, to accept and affirm receipt of the Consent Calendar information and to remove item f, Member Library Communications, so that a verbal report could be presented by a member library Director who was present at the meeting. Motion CARRIED.

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

Item f: Member Library Communications – FLPL | IPL | PCL was removed from the consent calendar for discussion.

Vicki Shurly, Director of Peninsula Community Library (PCL), thanked the TADL board for all they do to support PCL. There are more patrons coming into PCL than ever. Programs are well attended. A partnership with the University of Michigan medical program which generated record attendance was held this year. Talks of collaborating again next summer are underway. Shurly gave special thanks to Morey and Holm, from TADL's technology department, for the incredible job they did providing and setting up the technology needed for the presentation.

9. **Director Report**

Howard confirmed her written report and highlighted kudos to Amy Barritt, Kingsley Branch Manager, and the Kingsley Branch Library staff for the successful writing of a grant in conjunction with the Village of Kingsley to improve Brownson Memorial Park adjacent to the Library. A \$1,000,000 grant was awarded to the Village of Kingsley for the project.

Insurance RFP Quotes and Selection

Howard began the discussion of insurance carrier selection, noting that this is the first time that TADL has issued an RFP for insurance carriers. Three proposals were received, all before the deadline, and all three satisfied the required policy elements. Howard created a spreadsheet in order to compare apples to apples among the carrier proposals. A representative from each company providing a proposal, including: Jeff Black from Church Mutual Insurance: Chad Vallant and Steve Merten from Larkin Group (TADL's current carrier); and Paul Olson from Municipal Underwriters of West MI, Inc. were present at the meeting.

Each representative provided a brief overview of their proposal, including additional items for consideration. Trustees asked many questions of the representatives regarding their respective proposals. A lengthy discussion ensued with varied questions and concerns raised about coverage levels, suggested additional coverage, claims, company ratings, etc. The board, as a whole, determined that they were not ready to choose one of the carriers at the meeting. It was MOVED by Pakieser, SUPPORTED by Wescott, to close the debate on the RFP selection and refer it back to the Finance and Facilities Committee for further discussion and to make a carrier recommendation to bring back to the board for formal approval in December. Motion CARRIED.

10. **Old Business**

a. *Policy Revision: 3.1 Borrowing and Library Account Policy*

Howard noted that the revision to policy 3.1 simply incorporated the language from policy 5.3. It was MOVED by Pakieser, SUPPORTED by Wescott, to approve the revision to policy 3.1 Borrowing and Library Account Policy as presented. Motion CARRIED.

b. *Policy Revision: 4.2 Smoke and Tobacco Free Campus*

Howard noted that TADL has had a smoke free campus for years, but revised the policy to include language for an alcohol-free campus in order to support and coordinate with the library's Behavior Policy. It was MOVED by Pakieser, SUPPORTED by Wescott, to approve the revisions to 4.2 Smoke and Tobacco Free Campus Policy as presented. Motion CARRIED.

c. *Tabled New Policy review: 5.3 Workplace Relationship Policy*

Howard noted that this policy had been tabled at the October board meeting due to unanswered questions. Howard discussed the outlying concerns with TADL's labor attorney, Janis Adams. Adams emphasized that the policy is fairly standard and is not to regulate employees relationships, but to protect the library from negative legal consequences that might

arise due to workplace relationships. Howard also shared this information with the employee union reps, who accepted the language of the policy. It was MOVED by Pakieser, SUPPORTED by Wescott to approve 5.3 Workplace Relationship Policy as presented. Motion CARRIED.

11. **New Business**

a. *Insurance RFP Quotes and Selection*

This item was amended to follow item 9 above.

b. *Discussion – Board Retreat and Future Discussion Topics*

President Odgers asked the trustees to share topics that they would like to consider for an annual board retreat agenda in 2023. Vickery suggested focusing on aspirational questions about the library, to consider what may be coming for the future of libraries in general that may affect the way TADL evolves and sustains essential service to the public. Wescott would like to address non-library users. The retreat should also give the board a starting point to formulate a millage plan of action and provide a springboard for the next long-range strategic planning effort. All agreed that a facilitator to help guide the discussion and maintain focus would be preferable. Howard will secure a facilitator for the retreat.

12. **Public Comment**

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

13. **Trustee Comment**

Vickery, being absent at the November meeting, shared his answer to the discussion of his favorite library memory and why he sought membership on the board. Vickery echoed the comments of fellow trustees viewed on the recording of the November meeting and added that he believes libraries are in a special category and sought service on the TADL Board because he felt an urgency to step up to defend and propagate the ideals of the library as an institution and a way of democratic life. And, above all, his best library memories are being at the library with his grandkids.

Jones noted his appreciation for fellow trustees and the opportunity to learn different points of view.

14. **Closed Session**

A closed session was not needed.

15. **Adjournment**

With a motion to adjourn by Wescott, supported by Jones, President Odgers adjourned the meeting at 5:56pm.

Respectfully submitted,

Approved by board vote on December 15, 2022

V. Carpenter, Recording Secretary

J. Wescott, Board Secretary