



**TADL Board of Trustees  
Special Meeting  
Finance & Facilities Committee**

December 6, 2022  
4:00 pm ~ Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

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**Attendance:** P. Deyo, J. Jones, M. Vickery and S. Odgers, Trustees. C. Sullivan was excused absent. B. Boulter, D. Baldwin, D. Radjenovich, and M. Howard, staff.

**Agenda Approval:** It was motioned by Deyo and seconded by Jones to approve the agenda. All were in favor. The agenda was approved.

**Minutes Approval:** It was motioned by Deyo and approved by Jones that the minutes from the November 1, 2022 Finance and Facilities and Services Committee be approved. All were in favor. The minutes were approved.

**Public Comment:** No public comment. Odgers asked if she could vote and comment. Howard clarified that the meeting was noticed as a Special Meeting so all Trustees attending can fully participate.

### **Facilities**

#### Sign Update

Boulter shared that the electrical trench has been dug, the conduit laid, and the foundation for the sign has been installed before the ground freezes.

#### Insulation Update

Boulter has received notification from Spence Brothers that a contractor has been identified to finish the insulation installation in the Nelson room and the Technology Center. The company is Bouma. Boulter is still waiting on a date. Spray insulation installed.

#### Story Walk

Boulter was hoping to have the story walk done before this but because of the supply chain, only about half the posts for the signs are available. Boulter used a different option that will blend nicely. The story walk should be installed soon.

### **Finance:**

#### Public Improvement / General Fund Discussion

Howard reminded the Trustees that unlike in past years when Howard and Radjenovich would transfer money into the public improvement fund such as donations for the bookmobile or local history at the end of the year, the money will now remain in the General Fund under specific account numbers. This is due to the new chart of accounts.

## 2022 Budget Amendment Resolution

Radjenovich reminded Trustees that there will be an end of year budget adjustment at the December Board meeting. The numbers are taking a bit longer to calculate due to end of year spending and the new accounting software transition.

### Insurance RFP

Howard presented the information in the packet regarding the spreadsheet she had created to compare the 3 companies that bid on the Insurance RFP. Much discussion followed. Paul Olson, Municipal Underwriters of Western Michigan was in attendance and did answer any questions the Trustees had.

After some more discussion, it was motioned by Deyo and seconded by Jones to recommend to the Board of Trustees that Municipal Underwriters of Western Michigan (MUWM) be picked as the Library's insurance carrier. The reasons for switching to MUWM include:

- A cost savings of \$3,000
- The policy is as good as, or better, than the coverage in the current plan.
- MUWM has over 45 years of experience servicing municipalities like ours including 21 libraries.

More discussion followed including the Worker's Compensation plan expiring in July 2023. Vickery offered a friendly amendment to the motion including the statement that the Library keeps the Worker's Compensation plan with Larkin until July 2023 when the policy expires. Deyo and Jones approved of the amendment.

Jones called the vote. A roll call vote was taken as follows:

Odgers Yes                      Deyo Yes  
Vickery Yes                     Jones Yes

The motion passed.

**Next Meeting Date / Time:** February 7, 2023 at 4:00pm. – No Meeting in January 2023

**Next Meeting Topic Suggestions:** Changing the meeting time.

**Public Comment:** No public comment.

**Adjournment:** It was motioned by Odgers and seconded by Jones to adjourn. The meeting adjourned at 5:12 pm

Respectfully submitted,

Approved by board vote on December 15, 2022

M. Howard, Recording Secretary

J. Wescott, Board Secretary