



**Board of Trustees Regular Meeting**  
**MINUTES**  
Thursday, December 15, 2022 at 4:00pm  
McGuire Community Room  
610 Woodmere Ave., Traverse City, MI 49686

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**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); Jones, and Vickery (Trustees). Sullivan (Treasurer); Wescott (Secretary), and Deyo (Trustee) 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**

Jones noted that a temporary Secretary needed to be elected due to Secretary Wescott's absence. Howard requested to move item 8, new website presentation, to the January meeting. It was **MOVED** by Jones, **SUPPORTED** by Pakieser, to approve the agenda as amended. Motion **CARRIED**.

Following Zeits' (Counsel) confirmation that, per the by-laws, a motion was needed to elect a temporary Secretary, it was **MOVED** by Pakieser, **SUPPORTED** by Jones, to elect Jones as the temporary Secretary for the December board meeting.

**4. Public Comment**

President Odgers opened the floor for public comment. The following people addressed the board: Heather Brady, TADL Marketing and Communications Manager, highlighted that pdf documents on the new website are now accessible and optimized for screen readers. She also distributed to each trustee present a 3D ornament that was printed at TADL, and a New Year bookmark to list books read in the coming year.

**5. Consent Agenda**

- a. Approval of Minutes – Regular Meeting of November 17, 2022  
– Special Meeting of December 6, 2022
- b. Department Reports
- c. Finance and Facilities Committee Report – (see Special Meeting of December 6, 2022)
- d. Policy and Personnel Committee Report – December 6, 2022
  - i. Policy *Removals*: 2.6 Donor Recognition Policy | 4.7 Equipment Use Policy
  - ii. Policy *Reaffirmations*: 2.7 Investment Policy Statement | 2.8 Tax Capture Policy
  - iii. Policy *Reviews with Minor Edits or Re-numbering*:  
2.1 Budget Adjustment and Disbursement Policy | 2.2 Purchasing and Contracting Policy | 2.4 Disposal of Materials, Furniture, and Equipment Policy | 2.9 Electronic Transactions Policy | 3.7 Directory Information Policy | 4.4 Library Pandemic Response Policy | 4.7 Art Exhibition Policy | 4.8 Display Case Policy |  
5.1 Conflict of Interest Policy | 5.2 Drug-Free Workplace Policy |  
5.4 Whistleblower Policy | 5.5 Nepotism Policy

- iv. Policy Reviews *with Substantive Edits*: 1.7 Collection Materials Selection Policy | 2.3 Credit Card Purchase Policy | 2.5 Gift and Donor Recognition Policy | 2.6 TADL Fund Definitions Policy | 5.8 Public Relations Policy
- 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 Pakieser to accept and affirm receipt of the Consent Calendar information and to approve the meeting minutes therein. Motion CARRIED.

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

There were no items removed from the consent calendar.

**7. Director Report**

Howard announced great news. TADL has met the requirement for the MEDC matching grant for the Learning Lawn and sign project. The grant allowed for dreaming ‘bigger’ and opened up more programming possibilities for the community. The project is also directly in alignment with the strategic plan. President Odgers thanked everyone for their contributions.

**8. Presentation: New Website – Scott Morey, Assistant Director for Technology**

This item was removed from the agenda.

**9. Old Business**

a. *2022 Budget Amendment Resolution*

Howard briefly reviewed the amendment resolution and answered questions from trustees. It was MOVED by Vickery, SUPPORTED by Pakieser, to adopt the 2022 final budget amendment as presented. A roll call vote was taken with the following results:

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

Motion CARRIED.

b. *RFP Insurance Carrier Selection*

Jones gave a brief synopsis of the process of selecting an insurance carrier through the RFP process and discussion at the last board meeting with the responding carrier representatives. The Finance and Facilities Committee reached a consensus that the offering presented by Municipal Underwriters of West Michigan, Inc (MUWM) was the best selection for TADL and recommends that the board approve the selection. MUWM provided more coverage, for less cost, and has good history and experience in the field of libraries and governmental units. It was MOVED by Jones, SUPPORTED by Pakieser, that the Library Director and Assistant Director for Finance and Human Resources, select Municipal Underwriters of West Michigan, Inc. as the insurance carrier for TADL for General Liability, Property, Directors and officers, Volunteer, Cyber and Automobile Insurance. TADL will retain Larkin for Workers Compensation Insurance until the policy expires in July 2023 after which MUWM will provide Workers Compensation insurance. A roll call vote was taken with the following results:

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

Motion CARRIED.

10. **New Business**

a. **Nominating Committee Selection**

Howard noted that traditionally the President and Vice President created a Slate of Officers and recommended committee members for the year to be voted upon at the annual meeting in January. It was agreed that President Odgers and Vice President Pakieser would fill that role and make recommendations for approval at the annual meeting.

b. **New Policy: 2.10 Credit Card Acceptance Policy**

It was MOVED by Vickery, SUPPORTED by Pakieser, to approve the new policy, 2.10 Credit Card Acceptance Policy, as presented. Motion CARRIED.

c. **New Policy: 4.9 Film and Photography Policy**

Vickery noted that the new policy provides for consistent parameters and protocols for film and photography at the Library which also do not infringe upon Open Meetings Act guidelines or a citizen's protected rights. It was MOVED by Vickery, SUPPORTED by Pakieser, to approve new policy, 4.9 Film and Photography Policy, as presented. Motion CARRIED.

d. **Discussion: 2023 Wish for TADL**

President Odgers asked trustees to share a wish for the Library in the coming year. Pakieser would like TADL to continue the amazing outreach efforts and to begin a visibility campaign of what the library offers as the 2024 millage vote is approaching. Vickery noted that Pakieser's sentiments were a good topic for the upcoming Board Retreat. President Odgers expressed a desire to see the board members out in the community more. It was also suggested that the Social Worker available at the library addressed the board in the coming months.

11. **Public Comment**

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

12. **Trustee Comment**

Pakieser wished everyone good health for the holidays and coming year.

President Odgers thanked the board, patrons, and staff for all of their involvement and support of the Library throughout the year.

13. **Closed Session**

A closed session was not needed.

14. **Adjournment**

With a motion to adjourn by Jones, supported by Pakieser, President Odgers adjourned the meeting at 4:51pm.

Respectfully submitted,

Approved by board vote on January 19, 2023

V. Carpenter, Recording Secretary

P. Deyo, Board Secretary