



Board of Trustees Regular Meeting MINUTES

Thursday, April 20, 2023 at 3:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. **Call to Order**

With a quorum of trustees in attendance, the meeting was called to order by Vice President Pakieser at 3:05pm. Present were: Pakieser (Vice President); Sullivan (Treasurer, left at 5:00); Vickery and Deyo (Trustees). Odgers (President, arrived at 3:07); Wescott (Secretary, arrived at 3:09); and Jones (Trustee, arrived at 3:36). Also present were: Howard (Director); Morey, Baldwin, 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**

It was MOVED by Sullivan, SUPPORTED by Deyo, to approve the agenda as presented. Motion CARRIED.

Vice President Pakieser turned the meeting over to President Odgers upon her arrival.

4. **Public Comment**

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

5. **Consent Agenda**

- a. *Approval of Minutes - Regular Meeting of February 16, 2023
- Study Session Retreat of March 7, 2023*
- b. *Department Reports*
- c. *Finance and Facilities Committee Report – No March Meeting / April 4, 2023*
- d. *Policy and Personnel Committee Report – No March Meeting / April 4, 2023*
 1. Revision: 3.1 Borrowing and Library Account Policy
- e. *Financial Report – Narrative | Expenses | Revenues*
- f. *Member Library Communications – FLPL | IPL | PCL*
- g. *Friends of TADL Report – Donna Hornberger, President*
- h. *Correspondence*

President Odgers made a request to remove item c from the consent agenda in order to hear more information about the roof update reported in the Finance and Facilities minutes.

It was MOVED by Vickery, SUPPORTED by Pakieser, to accept and affirm receipt of the consent calendar information, with the removal of item c, April 4, 2023 Finance and Facilities Committee Report, to expand on the roof update. Motion CARRIED.

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

Deyo provided a detailed synopsis of the roof update. Trustees asked questions ranging from the start of the icing issues to studies and status of the various treatments of the issue to date. There

was concern as to the length of time it is taking for a definitive answer as to how to move forward on the roof and the cost of the project. Howard emphasized that the important thing to date is that what has been done so far has eliminated the need for a cold roof and that the building is not sustaining anymore damage. That money has been well spent. Due to mild winters there has not been enough evidence yet to comfortably determine the next phase. In addition, prices for materials were extremely high during COVID and have since come down, which worked in TADL's favor. Keen Technical Solutions is auditing the process so far and will provide the board with several options and a recommendation on the repair, hopefully in the Fall.

It was MOVED by Vickery, SUPPORTED by Wescott to accept and affirm the receipt of the April 4, 2023 Finance and Facilities minutes as discussed. Motion CARRIED.

7. Director Report

Howard provided the following comments:

- Congratulations to Teen Services staff members, Linda Smith and Colleen Hatch, recipients of a Friend of Education Award from Delta Kappa Gamma Society for their work with the Teen Leadership group.
- One protestor was present during a program for LBGTQ+ families. The protestor was respectful and followed TADL policy.
- There has been a huge decrease in incidents over last year. March 2022 was the worst month ever with 44 incidents. This year there were 12, with only 8 requiring assistance of the police or suspension. Howard thanked the board for their support in hiring security guards. Deyo suggested writing an editorial sharing the statistics and expressing appreciation for the community efforts to find solutions to support the homeless population which resulted in reducing behavioral problems. Vickery added making an emphasis that it was the cooperation across community organizations that helped reduce the problems. President Odgers asked Howard to submit an editorial.
- Howard has been invited to the Friends of the Library annual meeting to talk about her favorite book and how it influenced her life.
- Howard thanked Baldwin, TADL's new Finance and Human Resources Manager, for a fantastic job on her first TADL audit. Results from the auditors will be brought the Finance and Facilities Committee in June.

Howard answered a few questions from the trustees, in particular regarding Howard's and the board's readiness for book challenges. Howard provided several articles in her written report and affirmed that she felt prepared and that it could be helpful for the board to do some additional training and practice drills if they desired. President Odgers suggested doing something sooner rather than wait until the 2024 retreat. It was MOVED by Wescott, SUPPORTED by Pakieser, to hold a future Study Session in order to provide a training opportunity and discussion. Motion CARRIED.

8. Old Business

a. *Community Foundation*

It was agreed to wait for an investment advisory report from Rehmann Group regarding TADL's investment strategies before committing funds to Grand Traverse Community Foundation or any other investment source.

b. *Board Retreat Survey and Next Steps*

Trustees shared their thoughts on their retreat experience and suggestions were made for future retreats. It was agreed that the focus should be on just one or two big picture items in order to have deeper discussion within the timeframe of the retreat and to build this as an on-going approach into the structure of the board.

c. *Library Annual Review 2022 and TADL Community Survey*

The board was provided a summary review of 2022 library activity. Howard noted that although there were less users in the building they were using the materials and services more intensely. Overall visits were down but circulation was up.

Per the Strategic Plan, TADL offered a public survey to find out what things people know the library does, how they find out about what the library has to offer, and what they come to the library for. Most of the 164 responses came through the newsletter survey link. Half of the respondents were under age 60 and half were over age 60. Overall TADL is viewed as a refuge, or a landing place for people and they mostly receive information through the newsletter or website. Vickery noted that comparative data would be helpful and suggested another similar survey in the summer with a different population of respondents. A second survey was already planned for 2024.

d. *Strategic Plan Update*

Howard provided a list of identified strategic plan accomplishments in 2022. Although a few planned items were unfinished, those have been carried over for completion in 2023. Howard is proud of all that has been accomplished and believes that the strategic plan is important to indicating how busy the library is and keeping workflow focused on a common goal. The focus of 2023 is innovative engagement which can be leveraged for the upcoming millage and demonstrate how deeply ingrained the library is in the community.

e. *Director Review*

Pakieser noted that the Policy and Personnel Committee went over the results of the director evaluation survey and discussed Howard's contract with Zeits (Counsel). It was helpful to use the new review process because it gave the board a better appreciation for what the Director does from the staff vantage point rather than relying on just their own personal experience. Vickery explained the effort made to change the review structure and process and the benefits of using it going forward. He confirmed that Howard has done a spectacular job this year and is integral to the many library achievements to celebrate. Pakieser noted that the new process has delayed Howard's raise for 2023 and will be addressed in the proposed new contract.

Howard thanked the board for the review survey feedback and thoughtful comments. She feels good about the goals provided by the board, in particular the strategic plan and millage request and emphasized that It's an honor to be in charge, but she couldn't do it without everyone working together.

f. *Director Contract*

Zeits (Counsel) reviewed the amendments of Howard's contract with the Board consistent with those recommended by the Policy and Personnel Committee at its April meeting. Zeits worked with Janice Adams, TADL's labor relations counsel, on Howard's contract amendments. The amendments include: any salary increase the Board may approve for the Director following the Director's annual review would be effective as of January 1 of each year; a non-discretionary bonus for 2023; inclusion of an Enhanced Severance Event Severance provision; and term amended from year to year to three (3) years and year to year thereafter.

The board had a lengthy discussion to fully understand all of the amendments, including situations that would trigger the Enhanced Severance Event Severance provision. It was MOVED by Pakieser, SUPPORTED by Wescott, to approve the amendments to the director employment

contract, subject to approval as to form by Zeits (Counsel), as discussed and presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 aye, 1 nay.

It was MOVED by Pakieser, SUPPORTED by Wescott, to approve a 5% increase in Howard’s salary for 2023. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 aye.

9. New Business

a. *Evergreen Management Company*

Morey, Assistant Director for Technology, explained that due to staffing challenges in IT, the best solution to solve the issue would be to pay for ILS hosting. Three major benefits include: increased sustainability of current technology and staff demand for ongoing service projects and commitments like the local history collection and library cards for schools; reduce issues with service outages to the district if there were a prolonged power outage at the main library; and it minimizes the risk of knowledge and service gaps through natural attrition of staff whose primary responsibility is ILS management.

ILS management is a very niche market. Morey has compared the two companies who could provide TADL with satisfactory ILS hosting, and determined Equinox is the top choice for reasons of cost and past service relationship. The hosting cost of \$24,750 is just under Howard’s expenditure authority, however Morey was asking the board to waive the RFP requirement due to the limited pool of vendors who can provide this service, and to agree to secure Equinox services based on the reasons discussed. It was MOVED by Deyo, SUPPORTED by Wescott to waive the bidding/RFP requirement for an ILS hosting proposal as discussed and proceed with Equinox. Motion CARRIED.

b. *TADL Millage*

Howard provided a memo to the board with notes and considerations regarding the upcoming millage and recommended putting the millage on the ballot in February 2024 to maximize the window for successful passage. The request could be brought to the Finance and Facilities Committee and then to the board for discussion at the May meeting. Vickery, among other trustees, were in favor of a millage study session in May.

10. Public Comment

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

11. Trustee Comment

Deyo encouraged everyone to go to the Unite Against Book Bans website to learn more about book banning during National Library Week.

Odgers inquired about a possible youth board member as discussed at the retreat and about the vacant board seat. Howard informed the board that she is investigating a youth member with Smith, Teen Services Department Head and that Vickery had just been re-appointed to the board. He will take his oath of office at the next meeting.

Howard again thanked the board for the review process and the salary increase.

12. **Closed Session (if needed)**

A closed session was not needed.

13. **Adjournment**

With a motion to adjourn by Wescott, supported by Vickery, President Odgers adjourned the meeting at 5:47pm.

Respectfully submitted,

Approved by board vote on May 18, 2023

V. Carpenter, Recording Secretary

P. Deyo, Board Secretary

APPROVED