



Board of Trustees Regular Meeting MINUTES

Thursday, May 18, 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 3:00pm. Present were: Pakieser (Vice President); Sullivan (Treasurer); Vickery, Wescott, Jones, and Deyo (Trustees). Odgers (President, arrived at 3:02). 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. **Re-appointment of Trustee Vickery and Oath of Office**

Secretary Deyo administered the Oath of Office to Trustee Vickery for his re-appointment by the City Commission of the City of Traverse City. Vickery accepted and affirmed his Oath of Office.

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

4. **Approval of the Agenda**

Howard requested an amendment to the agenda, adding New Business item c, Bibliotheca Self-check Expenditure approval, and inserting Robert's Rule's Discussion as item 11, with the remaining items following in succession. It was MOVED by Sullivan, SUPPORTED by Wescott, to approve the agenda as amended. Motion CARRIED.

5. **Public Comment**

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

6. **Presentation: TADL Millage ~ Shirley Bruursema, Millage Queen**

Bruursema briefly conversed with the board regarding the direction they planned for TADL's upcoming millage. Overall Bruursema believes that TADL is highly regarded in its community and the best thing TADL can do heading into the millage is to keep providing innovative and excellent services. Based on her 20+ years of experience in passing 145 library millages, she did not recommend a February ballot request which the board was primarily considering and reassured the board that if the millage did not pass in the August 2024 election there would still be time for a November election request. She discussed the importance of a Yes Committee for a winning millage, and who can and should participate in that committee. Board members can be on the Yes Committee. The Yes Committee is the library's advocate who can ask for a Yes vote, whereas library staff can only provide factual information. Library staff can however, participate in the millage campaign as long as it is not on library time. Following the discussion Bruursema suggested the board finalize the ballot date, get a Yes committee started soon, and then determine the amount of the request.

7. **Consent Agenda**

- a. *Approval of Minutes - Regular Meeting of April 20, 2023*

- b. *Department Reports*
- c. *Finance and Facilities Committee Report – May 2, 2023*
- d. *Policy and Personnel Committee Report – No May Meeting*
- e. *Financial Report – Narrative | Expenses | Revenues*
- f. *Member Library Communications – FLPL | IPL | PCL*
- g. *Friends of TADL Report – Donna Hornberger, President*
- h. *Correspondence*

Jones made a request to remove items b and f from the consent agenda for further discussion.

It was MOVED by Jones, SUPPORTED by Vickery, to accept and affirm receipt of the consent calendar information, with the removal of items b and f for discussion. Motion CARRIED.

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

Jones asked Boulter to expand on facility items. Boulter noted that he was researching an e-bike book bike option and noted that the recent risk assessment inspection completed by the insurance company option is part of the service. TADL's facilities received good marks and some soft recommendations were made to reduce liabilities, such as reflector tape, ensuring the stairwells aren't obstructed, and adding CO2 sensors. East Bay Branch also needs to increase the number of electrical outlets to meet the increase in tech needs.

Vicki Shurly, Director of Peninsula Community Library (PCL), reported that they have spent 8 months with a faulty lighting system in which the lights wouldn't turn off, causing high electricity bills. The problem had been identified and will be fixed soon. PCL is again collaborating with University of Michigan's Michigan Medical lecture series presented by world renowned physicians. PCL has been busy with non-traditional use of the library. Shurly thanked TADL for the services provided that make their small community library a world class library.

Kendall Spratt, Director of Fife Lake Public Library (FLPL), reported that the FLPL Board of Trustees has approved moving forward with a 2nd story and basement addition to the library. The top floor would hold a community room and the basement would provide much needed storage. Fundraising has begun.

9. **Director Report**

Howard confirmed her written report and provided the following comments:

- Behavioral incident suspensions at TADL have fallen 94% since last year. Howard will be writing an opinion editorial for the Record Eagle to address the community effort and positive changes that have happened since the board's call to action.
- A Rotary Changemaker Event was held at TADL, a series by the Rotary intended to connect people in the community. Staff members showcased TADL's bookmobile and 3D printer.
- TADL is again, working with NorthEd, to provide job preparation opportunities to developmentally delayed students who want to work in the summer. This continues to be a successful partnership.
- Howard and Denby extended outreach services to The Women's Resource Center, where women in the shelter can get a library card to check out three items at a time and use TADL's digital resources for three months.
- 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 to the Finance and Facilities Committee in June.

Deyo inquired about funding alternatives for Hoopla. Howard noted that in order to help control costs for the pay-per-item-use format through Hoopla, the checkout limit was reduced by one item per month and many items will be, instead, ordered through OverDrive, a resource where TADL can control the cost better.

10. **New Business**

a. *Smart Building Software Approval*

Howard noted that TADL has been running on the same building control system for 25 years and needs to be updated. Boulter, briefly discussed the three quotes received and after analysis recommended Smart Building Niagra N4 JACE. It was **MOVED** by Jones, **SUPPORTED** by Pakieser and Sullivan, to purchase the Smart Building Niagra N4 JACE building management at a cost not to exceed \$30,000 as presented.

A roll call vote was taken with the following results:

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

Motion **CARRIED** with 7aye.

b. *October Board Meeting – Date Change Discussion*

Howard noted that she will be attending the Michigan Library Association Conference, as part of the MLA Board of Directors. Since it conflicts with the date of the October TADL board meeting she asked the board if they would like to hold the meeting in her absence or move the date. Jones, and other trustees, agreed that they would continue the meeting on its regular day with Morey filling in for Howard.

c. *Bibliotheca Self-check Expenditure*

Howard introduced a 5-year contract with Bibliotheca for self-check terminals that also results in an annual payment that exceeds her \$25,000 spending limit without board approval. Morey, Assistant Director for Technology, noted that Bibliotheca has offered TADL an incentivized leasing program as the company does not want to continue to support old equipment and that the directors of Interlochen Public Library (IPL) and Fife Lake Public Library (FLPL) have each asked for a terminal at their respective libraries. Morey also explained the benefits for future budgeting and advantage of having TADL Main, IPL, and FLPL all on the same model and system. It was **MOVED** by Jones, **SUPPORTED** by Wescott, to approve the expenditure of not more than \$135,000 for the 5-year contract and annual payments with Bibliotheca for self-check replacement terminals at the Main Library and two new self-check terminals for installation at Interlochen Public Library and Fife Lake Public Library. A roll call vote was taken with the following results:

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

Motion **CARRIED** with 7aye.

11. **Robert’s Rules Discussion**

President Odgers referenced a ‘call to vote’ at the last board meeting in which the debate did not immediately end and then go to a vote as it should have according to Robert’s Rules. She had felt that some trustees still needed to comment and apologized for allowing the discussion to continue before votes were cast. Howard provided a simple cheat sheet of Robert’s Rules for trustees for reference or to keep with them during meetings in an effort to keep the board in line with Robert’s Rules.

12. **Public Comment**

President Odgers opened the floor for public comment. The following people addressed the board: Betsy Myers, TADL Reference Librarian, commented that since she has much experience riding the book bike and the e-assist would be appreciated by her and likely by other staff who ride the book bike for outreach events since the bike is very heavy loaded with books.

13. **Trustee Comment**

Congratulations to Howard for her appointment to the Michigan Library Association Board of Directors.

Pakieser appreciated Bruursema's millage presentation and would like to send a thank you from the board.

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

A closed session was not needed.

15. **Adjournment**

With a motion to adjourn by Wescott, supported by Vickery, President Odgers adjourned the meeting at 4:3pm.

Respectfully submitted,

Approved by board vote on June 15, 2023

V. Carpenter, Recording Secretary

P. Deyo, Board Secretary

APPROVED