



Board of Trustees Regular Meeting MINUTES

Thursday, June 15, 2023 at 3:00pm
Fife Lake Public Library
77 Lakecrest Ln., Fife Lake, MI 49633

1. **Call to Order**

The meeting was called to order by President Odgers at 3:00pm. Present were: Odgers (President); Deyo (Secretary); Vickery, Wescott (arrived at 3:19pm), and Jones (Trustees). Pakieser (Vice President) and Sullivan (Treasurer) were absent. Also present were: Zeits (Council); Howard (Director); 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**

Howard requested two amendments to the agenda, adding New Business item b, a letter to Randy Riley, State Librarian of Michigan, and item c, a meeting location change for the August board meeting. It was MOVED by Jones, SUPPORTED by Deyo, to approve the agenda as amended. Motion CARRIED.

4. **Public Comment**

President Odgers opened the floor for public comment. The following people addressed the board: Kendall Spratt, Director of Fife Lake Public Library (FLPL), welcomed the TADL board and introduced FLPL board trustee Debbie McCool.

5. **Consent Agenda**

- a. *Approval of Minutes - Regular Meeting of May 18, 2023*
- b. *Department Reports*
- c. *Finance and Facilities Committee Report – June 13, 2023*
 1. *2022 Audit*
- d. *Policy and Personnel Committee Report – June 6, 2023*
 1. *Policy Revision: 3.3 Library of Things Policy*
 2. *New Policy: 4.10 Surveillance Policy*
 3. *Updated Employee Handbook*
- e. *Financial Report – Narrative | Budget Summary*
- f. *Member Library Communications – FLPL | IPL | PCL*
- g. *Friends of TADL Report – Jud Barclay, President*
- h. *Correspondence*

Deyo requested to remove item d1, 3.3 Library of Things Policy for clarifications; Howard requested to remove item f, for a member library report from FLPL; and Zeits suggested removing item c1, 2022 Audit, to hold a roll call acceptance vote.

It was MOVED by Jones, SUPPORTED by Deyo, to accept and affirm receipt of the consent calendar information, with the removal of items d1, f, and c1 for further discussion. Motion CARRIED.

6. Items Removed from the Consent Calendar

c) Finance and Facilities Committee Report – 2022 Audit

Howard noted that the 2022 Audit was presented to the Finance and Facilities Committee by TADL’s auditor, Marissa Milliron, from Dennis, Gartland & Niergarth accounting firm. It was a good, clean audit. The reported deficiency in internal controls exists simply because TADL does not have an accountant on staff and therefore DGN completes the qualified financial statements. The noted deficiency does not require action. It was MOVED by Jones, SUPPORTED by Vickery and Odgers, to accept the 2022 audit as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 4 ayes.

d) Policy and Personnel Committee – 3.3 Library of Things Policy Revision

Deyo asked a few clarifying questions regarding 3.3 library of Things Policy and then MOVED, SUPPORTED by Jones, to accept the policy as presented and recommended by the Policy Committee. Motion CARRIED.

f) Member Library Communications

Paul McCool, head of the Fife Lake Public Library’s building expansion Steering Committee, gave a comprehensive review of the community needs as well as the 7100 sq ft physical structure planned. The land for the expansion is an in-kind donation from the Friends of Fife Lake Public Library. Preliminary cost is estimated at \$1.2 million. Many fundraising events are planned.

7. Director Report

Howard confirmed her written report and provided the following comments:

- There have been no suspensions since Safe Harbor (SH) closed for the season. The weather has been warm and SH visitors have been staying outdoors instead of looking for a warm shelter in the cold weather at the library.
- The 2024 Michigan Library Association Conference will be held in Traverse City, October 16-18. This will be a good opportunity for many staff to attend. TADL will host a party for the conference attendees.
- TADL now has a TikTok presence. There were 500 likes on the 3rd post. This is a way to reach a younger audience. TADL’s Facebook presence attracts an older audience.
- The Community Foundation event held at the Main library was a nice event with 30 donor or funding agencies attending. Howard felt that several good connections came from the event.
- The Summer Library Challenge kick-off starts on June 19th. There are already 1300 pre-registered participants.
- The Girl Scouts will be doing landscape work in the front Learning Lawn garden beds. The Girl Scout volunteers will also help with educational signs for the garden. Benches for the Learning Lawn have been ordered and Howard is waiting on the City about installing a drinking fountain.

8. Old Business

a. Millage Update

Howard will gather more information to help the board determine the millage request amount. Consensus was to get millage language ready for the August 2024 election ballot. Zeits then noted that a resolution approving ballot language should be done no later than April of 2024. It was also agreed that a Yes Committee should also be formed as soon as possible.

b. *Bathroom Update and RFP Request*

Deyo gave a brief synopsis of the design and materials choices prepared by Nan Meyers of Meyers Interiors. The materials were of high quality and reasonably maintainable with a hands-free focus and enhanced usability features. The plan includes renovation of public restrooms on the first and second floors, both staff bathrooms, and the Youth Services family bathroom at the Main library. The Finance and Facilities Committee recommended moving ahead with an RFP process. It was MOVED by Wescott, SUPPORTED by Vickery to authorize the Director to proceed with an RFP for renovation of the bathrooms as presented. Howard noted that she has applied for a Capital Grant toward this project, which if awarded, construction would be able to start in October. Motion CARRIED.

9. **New Business**

a. *MACC Grant Application*

Jones read the resolution for application to the Michigan Arts and Culture Council Grant in the amount of \$60,000 for use toward the library bathroom renovation. It was MOVED by Jones, SUPPORTED by Wescott, to support and sign the resolution as read. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

b. *Welcome Letter for Randy Riley, State Librarian of Michigan*

It was MOVED by Vickery, SUPPORTED by Jones, to endorse a letter, on behalf of the board of trustees, to Randy Riley, State Librarian of Michigan, thanking him for his visit to the library network along with his caretaking role of the State's library resources, and inviting him to visit TADL. Motion CARRIED.

c. *August Board Meeting Location Change*

Howard noted that due to the Friends of Peninsula Community Library booksale the TADL board meeting cannot be held there as scheduled and will default back to the McGuire Community Room location.

10. **Public Comment**

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

11. **Trustee Comment**

Vickery thanked McCool for the FLPL building expansion presentation. Jones echoed that and looks forward to the construction.

Deyo noted excitement for the Summer Library Challenge kick-off and the continuing improvements to the front lawn.

President Odgers highlighted the fundraising event at Oryana, where TADL received a small portion of the sales for the day.

Baldwin was recognized for accomplishing an excellent audit in her new position. Baldwin noted that it was a pleasure to work with the auditors. The process was smooth and there were no issues of concern.

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

A closed session was not needed.

13. **Adjournment**

With a motion to adjourn by Jones, supported by Wescott, President Odgers adjourned the meeting at 4:09pm.

Respectfully submitted,

Approved by board vote on August 17, 2023

V. Carpenter, Recording Secretary

P. Deyo, Board Secretary

APPROVED