



Board of Trustees Regular Meeting
MINUTES
Thursday, September 21, 2023 at 3:00pm
Kingsley Branch Library
213 S Brownson Ave., MI 49649

1. Call to Order

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

President Odgers thanked Kingsley Branch Library for hosting the meeting and for providing wonderful homemade foods for everyone to enjoy.

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 item 4.5, appointment of an acting secretary for the meeting in Secretary Deyo's absence, and adding item 7.5 Girl Scout presentation. It was **MOVED** by Vickery, **SUPPORTED** by Jones, to approve the agenda including the two amendments. Motion **CARRIED**.

4. Public Comment

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

4.5 Appointment of an Acting Secretary

President Odgers asked Wescott to accept the temporary appointment of Acting Secretary for the meeting due Secretary Deyo's absence. Wescott agreed and it was **MOVED** by Jones, **SUPPORTED** by Vickery, to appoint Wescott as Acting Secretary for the meeting. Motion **CARRIED**.

5. Consent Agenda

- a. *Approval of Minutes - Regular Meeting of June 15, 2023*
- b. *Department Reports*
- c. *Finance and Facilities Committee Report – did not meet in July | August 1, 2023*
- d. *Policy and Personnel Committee Report – did not meet in July or August*
- e. *Financial Report*
- f. *Member Library Communications – FLPL | IPL | PCL*
- g. *Friends of TADL Report – Jud Barclay, President*
- h. *Correspondence*

It was **MOVED** by Vickery, **SUPPORTED** by Pakieser, to remove item d, Policy and Personnel Committee Report, for further discussion and to accept and affirm receipt of the balance consent calendar information. Motion **CARRIED**.

6. Items Removed from the Consent Calendar

- Item 5d, Policy and Personnel Committee Report

In addition to the written report, Vickery emphasized that because the board's intention following the last Director review was to align the review with budgeting, the trustees will receive a survey written by Axios, the survey firm used last year, to complete with a quick turnaround time so that it can be reviewed at both the Policy and Personnel Committee and the Finance and Facilities Committee in October. He also noted that the committee recommended doing a survey of the board prior to the retreat in 2024.

It was MOVED by Jones, SUPPORTED by Wescott, to accept and approve the Policy and Personnel Committee Report and accompanying policy revisions as presented. Motion CARRIED.

7. Director Report

Howard confirmed her written report and provided the following comments:

- The library has quieted down after the Summer Library Challenge.
- Howard drew attention to Governor Whitmer's Proclamation recognizing the work of public libraries.
- Howard received one patron concern over the LBGTQIA+ Book Club offered at the Main library. She spoke with the patron directly and had a good discussion. Nothing further transpired.
- TADL has received a number of very nice comments in the comments box from people visiting from all over the country. Howard appreciated that they were moved enough to write it down. Some of them have been shared in her report.
- Pakieser and Howard will be presenting at the Michigan Library Association's Annual Conference on the topic of community action. When the TADL board stepped up to address the increase in behavioral incidents happening at the library it resulted in several community helpers stepping up as well to address the local homelessness issue. Pakeiser and Howard are hoping that other libraries can springboard efforts in their communities by patterning the TADL board's influence on getting change in the community.

7.5 Presentation: Girl Scouts

Madeline and Addie, from Girl Scout Troop 4960, discussed their work on TADL's front lawn rain garden and thanked the board for allowing them to partake in the garden project which will help them to earn their Silver Badge. There were 5 girl scouts who worked on the garden, planting plants and designing signs to encourage visitors to learn about pollinators, with each sign incorporating a different pollinator's view of the garden. The scouts hoped to spark the community's interest in learning more about pollinators and the positive impact that they have on the ecosystem.

8. Presentation: Amy Barritt, Kingsley Branch Library Manager

Barritt shared experiences with partnerships between KBL and community agencies, including: The Village of Kingsley (received a \$1,000,000 grant to redo the park next to the library); 5toOne which is part of the Great Start Collaborative (All Around the World scavenger hunt and Peace Meal Solidarity, a free grab-an-go, globally inspired meal promoting literacy, family/cultural connection and community partnering); and providing a weekly children's program at the local Farmers Market. In addition, Barritt shared that the KBL staff is excited to reinvigorate the library space with better flow, lighting, a children's reading nook, better creative thinking/play area for youth, and much more. Following several heartwarming examples of impactful patron interactions with the library, Barritt thanked the TADL board for supporting an environment that allows staff to be a part of these wonderful happenings in the community.

9. **Old Business**

a. *Bathrooms Renovation RFP Bid Discussion & Renovation Closure Approval*

An RFP went out for the bathroom renovation project. Two companies came to the pre-bid walk-thru. One bid proposal was received from Spence Brothers. The general consensus was that TADL, like other entities, are subject to a lack of availability of contractors and workers, etc. Howard noted that the price is significantly higher than expected, but that the RFP asked for the top end with an expectation that there was room to modify requests for lesser cost items and the library is waiting on whether grants of up to \$90,000 will be awarded. She re-emphasized the board’s list of priorities as: top energy and water efficiency including touchless options, privacy partitions, improved counters to reduce the pooling of water on them, flooring due to the high amount of grout which absorbs odors, and wainscoting on the walls. Pakieser also mentioned the board’s intention to incorporate ADA compliant power doors and stressed the need to increase the hygienic factor of the bathrooms. Discussion ensued with Boulter, TADL Facilities Manager, and Zeits (Counsel) answering questions. All agreed that renovating the 25-year-old bathrooms was a top priority.

It was MOVED by Jones, SUPPORTED by Wescott, to authorize the Director to enter into contract with Spence Brothers for the renovation of seven (7) bathrooms at the Main Library, in an amount not to exceed \$288,450 as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

It was also MOVED by Jones, SUPPORTED by Wescott, to authorize the Director to make temporary building closures as needed for public safety and/or renovation logistics in order to complete the project in a timely manner. Motion CARRIED.

b. *October Board Meeting*

Howard reminded the board that she and Pakieser will be absent from the October 19th regular board meeting because they will be attending the Michigan Library Association Annual Conference and presenting the community action program she discussed in her director report. President Odgers confirmed that there would still be a quorum for the October meeting.

10. **New Business**

a. *Resolution: Millage Ballot Question Language Adoption and Certification for Submission*

Zeits presented the millage ballot language which was based on the board’s direction at the August board meeting. She made it clear that should the millage pass, that the first levy of 1.1 mills with no Headlee rollbacks would begin in December of 2024, and replace the balance of the current millage. Vickery highlighted the board’s intention to restore the library to its original millage which has been continually diminished due to the rollbacks. Zeits also confirmed that if the millage did not pass at 1.1 mills, then the levy would remain at .9044, unless there are Headlee rollbacks, until its expiration in 2026. It was MOVED by Jones, SUPPORTED by Pakieser and Vickery, to adopt the Millage Ballot Question Language Adoption and Certification for Submission Resolution as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

b. *Memo: Approval for Usage of Public Improvement Funds for Building Control System and Trane Pump Replacement*

Howard noted that the Smart Building System costing \$28,985 had been approved at a prior board meeting and that, since then, there are two replacement pumps needed for the heating system which total \$10, 254.30. Per policy, Howard requested that those fees be paid from the Public Improvement Fund. It was MOVED by Jones, SUPPORTED by Pakieser, to authorize the Director to use Public Improvement Funds to pay for the Smart Building System and Trane pump replacements in the amount of \$39,239.30 as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

c. *Discussion: Board Recruitment*

Since there is an open trustee seat, to be appointed by the County due to Sullivan’s resignation, President Odgers introduced a discussion regarding what the board could do or not do, as a board and/or as individuals, to encourage people to apply for the appointment. Howard noted that the open seat will be announced on TADL social media and in the TADL newsletter along with the application information. President Odgers also raised the question whether the board was interested in having a non-voting student member of the board. No decision was made.

11. **Public Comment**

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

12. **Trustee Comment**

Vickery noted his appreciation for holding board meetings in other library locations within the district since it allows the board to experience more of what the other libraries are doing.

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

A closed session was not needed.

14. **Adjournment**

With a motion to adjourn by Wescott, supported by Pakieser, President Odgers adjourned the meeting at 4:31pm.

Respectfully submitted,

Approved by board vote on October 19, 2023

V. Carpenter, Recording Secretary

P. Deyo, Board Secretary