



Board of Trustees Regular Meeting MINUTES

Thursday, December 14, 2023 at 3:00pm
McGuire Community Room
610 Woodmere Ave., MI 49686

1. **Call to Order**

The meeting was called to order by President Odgers at 3:00pm. Present were: Odgers (President), Deyo (Secretary), Jones (Treasurer), and Wescott (Trustee). Pakieser (Vice President) and Vickery (Trustee) 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 an amendment to add New Business item 8g, Capital Improvement Budget Plan for approval. It was MOVED by Jones, SUPPORTED by Deyo, to approve the agenda as presented and amended. Motion CARRIED.

4. **Public Comment**

President Odgers opened the floor for public comment. The following people addressed the board: Margaret Myers, TADL Reference librarian and Staff Union Steward, thanked the board for their work and emphasized the importance of the one-time bonus for staff retention and recognition on the agenda for approval.

5. **Consent Calendar**

- a. *Approval of Minutes - Regular Meeting of November 16, 2023*
- b. *Department Reports*
- c. *Finance and Facilities Committee Report – December 5, 2023*
- d. *Policy and Personnel Committee Report – did not meet*
- e. *Financial Report*
- f. *Member Library Communications – FLPL | IPL | PCL*
- g. *Friends of TADL Report – Jud Barclay, President*
- h. *Correspondence*

It was MOVED by Wescott, SUPPORTED by Jones, to accept and affirm receipt of the consent calendar information. Motion CARRIED.

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

No items were removed from the consent calendar.

7. **Director Report**

Howard highlighted the following:

- Circulation is in record territory for the year, already hitting one million in October for the first time. The increased checkout limits may have contributed to the statistic.

- When the Michigan Legislature resumes in January or February a bill will be introduced called the Michigan Freedom to Read Act. Trustees were encouraged to contact elected officials in support of this bill.
- Howard attended a webinar on book banning. The tone was positive in that the more community members are taking charge and getting on boards to support libraries.
- Staff was offered a self-defense training class.
- The Ladies Library Association was inducted into the Michigan Women’s Hall of Fame.
- A decision on the two open board seats will be made at the County Commission meeting on December 20th.
- Howard thanked the board for the card and flowers she received from them. She was completely surprised and appreciated the gesture.

In response to President Odgers inquiry, Howard noted that TADL will now be a polling site for the City and will remain open to the public during elections.

8. **New Business**

a. *Nominating Committee*

President Odgers requested that trustees let her know what officer and committee appointments they are interested in for 2024. The slate will be presented at the January 2024 annual meeting.

b. *Resolution – 2023 Budget Amendment*

A revised resolution was provided to the trustees at the meeting as there were a few last minutes changes following the packet distribution. It was MOVED by Deyo, SUPPORTED by Wescott, to adopt the revised 2023 Final Budget Amendment provided. A roll call vote was taken with the following results:

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

Motion CARRIED with 4 ayes.

c. *Staff Retention Bonuses*

Howard noted that the one-time discretionary staff retention and recognition bonus was discussed at the Finance and Facilities Committee. These have been given to employees at other libraries and municipalities. A letter of agreement between TADL and the Teamsters Union Local 214 has been drafted for signature by Zeits upon approval of the bonus by the board. Baldwin explained that there was a \$100,000 surplus in the personnel budget, addressed turnover rates, and noted that this would be part of the employees’ wages for the year and taxed. Discussion among the trustees ensued. It was MOVED by Jones, SUPPORTED by Wescott, to approve the letter of agreement with the Teamsters for the one-time discretionary bonus and allow the Director to issue the bonus under the amounts as follows: part-time Irregular Employees \$500 each; part-time Union Employees \$750 each; full-time Union Employees and Salary Staff \$1000 each with wages of \$54,500 and fringe costs of \$6753.75 totaling \$61,257.75. Bonuses would not include the Director, Substitutes Employees, and any staff member who began at TADL within the last 3 months. A roll call vote was taken with the following results:

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

Motion CARRIED with 4 ayes.

d. *Northland Library Cooperative Reciprocal Borrowing Agreement*

Howard reviewed the Northland Library Cooperative (NLC) Reciprocal Borrowing Agreement which allows anyone in the NLC to borrow material from TADL excluding the Library of Things items and Digital Resources. A signature by the Board Chair is required on the document. It was MOVED by Jones, SUPPORTED by Wescott to approve and sign the NLC borrowing agreement. Motion CARRIED.

e. *Discussion: March Retreat Topics*

Wescott suggested tabling this discussion until the January meeting when the full board would be present. President Odgers noted some of her thoughts and agreed to hold the discussion in January of 2024.

f. *Staff Holiday Party Approval*

Howard noted that an anonymous patron donated \$1000 to recognize staff and provide some sort of celebration. Howard would like to provide a pizza party after closing with the anonymous donation and asked permission to have beer and wine available. TADL's insurance provider confirmed that including alcoholic beverages was covered under policy. It was MOVED by Wescott, SUPPORTED by Jones to approve the requested after hours holiday party for staff and to wish everyone a Merry Christmas and Happy Holidays. Motion CARRIED.

g. *Capital Improvement Budget Approval*

Howard shared a capital improvement plan and budget for 2024 as discussed at the Finance Committee meeting. The plan ensures necessary issues and upgrades will be taken care of with foresight in mind. It was MOVED by Jones, SUPPORTED by Wescott, to approve the Capital Improvement Budget for FY 2024 as presented. A roll call vote was taken with the following results:

Jones – aye

Odgers – aye

Pakieser – absent

Deyo – aye

Wescott – aye

Vickery – absent

Motion CARRIED with 4 ayes.

9. **Public Comment**

President Odgers opened the floor for public comment. The following people addressed the board: Margaret Myers again thanked the board for all they do.

10. **Trustee Comment**

The board unanimously wished everyone Happy Holidays. President Odgers added that it has been an incredible year for the board, staff, and the library. The group is incredibly committed to the library and our community.

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

A closed session was not needed.

12. **Adjournment**

With a motion to adjourn by Wescott, supported by Jones, President Odgers adjourned the meeting at 4:05pm.

Respectfully submitted,

Approved by board vote on January 18, 2024

V. Carpenter, Recording Secretary

M. Vickery, Board Secretary