



Board of Trustees Regular Meeting
MINUTES
Thursday, September 19, 2024 at 4:00pm
Peninsula Community Library
2893 Island View Rd., Traverse City, MI 49686

1. Call to Order

The meeting was called to order by President Pakieser at 4:12pm. Present were: Pakieser (President); Jones (Vice President); Odgers (Treasurer); Beuthin, Gedman, and Deyo (Trustees). Vickery (Secretary) was absent. Also present were: Howard (Director); Carpenter, Baldwin, Myers, and Carey (Staff).

2. Pledge of Allegiance

Since no flag was present, the Pledge of Allegiance was not recited.

3. Approval of the Agenda

It was MOVED by Jones, SUPPORTED by Beuthin, to approve the agenda as presented. Motion CARRIED.

4. Public Comment

President Pakieser opened the floor for public comment. The following people addressed the board: Nikki Sobkowski, Peninsula Community Library (PCL) Board President, noted appreciation for the TADL board and TADL staff who have been helpful and collaborative over many years; Marcia Decker, President of The Friends of PCL, thanked the TADL board for their support and an invited everyone to the upcoming Oktober Fest.

5. Consent agenda

- a. Approval of Minutes: Regular Meeting – August 15, 2024
- b. Department Reports
- c. Finance and Facilities Committee Report – September, 2024
- d. Policy and Personnel Committee Report – did not meet
- e. Financial Reports
- f. Member Library Communications – FLPL | IPL | PCL
- g. Friends of TADL Report – Jud Barclay, President
- h. Correspondence

Howard suggested removing item f, Member Library Communications, from the consent agenda since Directors from two of the libraries were present. Beuthin noted that item d, Policy and Personnel did meet September 16 after the publication of the agenda. It was MOVED by Odgers, SUPPORTED by Jones, to remove item f, and to affirm receipt and accept the balance of the consent calendar information as presented. Motion CARRIED.

6. Items removed from the Consent Calendar

Vicki Shurly, Director of Peninsula Community Library (PCL), welcomed the everyone to their now 5-year-old building which opened September 7, 2019, the closed for the pandemic shortly after, re-opened with curbside services, and then opened again. She highlighted that the land was purchased in 1990, and the library was built completely with donations.

Cheyenne Wilcox, Director of Fife Lake Public Library (FLPL), introduced herself as the new Director of FLPL and thanked Howard/TADL for the help and support she has received since she started in July.

7. **Director Report**

Howard confirmed her report and highlighted the following:

- MLA Conference registrations are at 120 more than registration counts last year when the conference was held in Kalamazoo. Howard said that Odgers is speaking at one of the sessions and that all trustees are invited to attend at their own cost.

Pakeiser and Beuthin both noted that they were already registered and attending.

8. **Old Business (none)**

9. **New Business**

a. *2025-27 Teamsters Union Agreement & Letter of Understanding*

Howard noted that the union negotiation process was smooth and quick. Administration met twice with TADL's labor attorney prior to the meeting with the union representative and stewards. Both sides are satisfied with the agreement terms and Howard noted that the board would need to approve the agreement for it to take effect on January 1, 2025, along with a Letter of Understanding regarding a PTO payout option which would take effect in 2024 upon approval.

Agreement revisions and the letter of understanding were explained and questions answered by Howard. Beuthin, who has experience with union contract negotiations, commended the staff and union reps for an incredibly successful negotiation in that it speaks to the quality of the relationship that has been cultivated.

It was MOVED by Jones, SUPPORTED by Odgers, to accept both the 2025-2027 Agreement and the 2024 Letter of Understanding between the Teamsters Union and TADL as presented. A roll call vote was taken with the following results:

Odgers – aye	Deyo – aye	Gedman – aye
Pakieser – aye	Jones - aye	Beuthin – aye
Vickery – absent		

Motion CARRIED with 6 aye, 1 absent.

b. *Request for Approval to Do an RFP for Strategic Planning Services*

Howard explained that the next strategic planning process will take place in 2025 but will be over her spending limit per policy. She would like to get started with the Request for Proposal (RFP) now in order to identify a company to begin the process along with community input early in 2025 in order to have a final plan by 2026. It was MOVED by Beuthin, SUPPORTED by Odgers, to authorize the Director to complete the RFP process for strategic planning services as presented. A roll call vote was taken with the following results:

Odgers – aye	Deyo – aye	Gedman – aye
Pakieser – aye	Jones - aye	Beuthin – aye
Vickery – absent		

Motion CARRIED with 6 aye, 1 absent.

c. *Request for Approval to Do an RFP for Chillers*

Howard indicated that the chillers (air conditioning units) are getting old. The small chiller needs to be replaced and the large one needs to be replaced sooner than expected due to

the type of refrigerant used inside the chiller. With the cost expected to be over \$100,000 for chiller replacements Howard is requesting authorization to do an RFP for this service. The chillers are important for multiple functions within the library. It was MOVED by Jones, SUPPORTED by Gedman, to authorize the Director to complete the RFP process for replacement of the library chillers. A roll call vote was taken with the following results:

Odgers – aye	Deyo – aye	Gedman – aye
Pakieser – aye	Jones - aye	Beuthin – aye
Vickery – absent		

Motion CARRIED with 6 aye, 1 absent.

d. *Request for Approval to Do an RFP for Library Interior Design Work*

Howard noted that after 25 years in the Main Library building, space is strained in some areas including the Holds Shelf. She requested authorization to do an RFP to engage with a designer to explore interior space solutions to optimize our space with our current and future service goals. It was MOVED by Jones, SUPPORTED by Beuthin, to authorize the Director to complete the RFP for an Interior Design Proposal for the Main Library interior space. A roll call vote was taken with the following results:

Odgers – aye	Deyo – aye	Gedman – aye
Pakieser – aye	Jones - aye	Beuthin – aye
Vickery – absent		

Motion CARRIED with 6 aye, 1 absent.

e. *Resolution in Support of Traverse City Becoming a Monarch City*

Howard noted that the Girl Scout troop who helped plant the Main Library garden and built a bench at East Bay Branch Library is working with the Children’s Garden to help get Traverse City designated as a Monarch City. They are asking for support form the library for the resolution they intend to bring to the City of Traverse City. It was MOVED by Beuthin, SUPPORTED by Jones, to support the designation of Traverse City as a Monarch City. Motion CARRIED.

f. *Discussion: 2025 Budget – Introduction of Preliminary Budget and Discussion on Community Input*

As part of the preliminary budget review Howard noted that the member library payments for 2025 will be discussed at the Finance and Facilities committee meeting and will be reflected in the budget for approval in October. Howard plans to add more personnel in 2025 because the community wants more outreach. The supplies budget will increase since the largest growing area is in Adult Services e-books and the medical books are another big area to update. The 2025 budget also includes security guards year-round as Safe Harbor is gearing up to be open year-round. Other big-ticket items in the upcoming budget include capitol outlay for building maintenance and strategic planning.

Trustees asked clarifying questions and added their thoughts on services and programs to consider for the 2025 budget including: an outreach coordinator, assistant director, gifts and grants writer, art display curator, carpet replacement, loanable art, a 2nd bookmobile, vending machines for the public, embellishing the Feed America program with fresh food items, consider reimbursements for trustees’ expenses, and continually updating livestreaming and other tech capabilities.

President Pakieser asked that the trustees email Howard with any other ideas, whether realistic or pie in the sky, prior to the Budget Hearing.

10. **Public Comment**

President Pakieser opened the floor for public comment. The following people addressed the board: Betsy Myers, TADL Reference Librarian and Teamsters staff union steward, thanked the board for approving the union agreement and their foresight in hiring Howard as Director who understands that employees are the heart and soul of the library. She believes the positive relationship between Howard and the staff is one of calm, mutual respect and boundaries.

11. **Trustee Comment**

Deyo commended Denby, TADL's Head of Sight & Sound, for his work and implementation of the WAVES platform. Denby then noted that it was made possible by Howards support and Morey's technical assistance.

Odgers noted appreciation that a representative from the League of Women Voters was present.

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

A closed session was not needed.

13. **Adjournment**

With no more business to address, President Pakieser adjourned the meeting at 4:59pm.

Respectfully submitted,

Approved by board vote on October, 2024

V. Carpenter, Recording Secretary

M. Vickery, Board Secretary