



Board of Trustees Regular Meeting
MINUTES
Thursday, November 21, 2024 at 4:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. Call to Order

The meeting was called to order by President Pakieser at 4:00pm. Present were: Pakieser (President); Jones (Vice President); Odgers (Treasurer); Vickery (Secretary); Gedman and Deyo (Trustees). Beuthin was absent. Also present were: Howard (Director); 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 item 9b, Human Resources and Payroll Software Purchase. It was **MOVED** by Odgers, **SUPPORTED** by Jones, to approve the amended agenda as presented. Motion **CARRIED**.

4. Public Comment

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

5. Consent agenda

- a. Approval of Minutes: Regular Meeting – did not meet
- b. Department Reports
- c. Finance and Facilities Committee Report – did not meet
- 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

It was **MOVED** by Jones, **SUPPORTED** by Odgers, to affirm receipt and acceptance of the consent calendar information as presented. Motion **CARRIED**.

6. Items removed from the Consent Calendar

There were none.

President Pakieser welcomed the civics class students who attended the meeting to observe democracy in action.

7. Director Report

Howard confirmed her report and highlighted the following:

- Howard acknowledged and congratulated President Pakieser, who has been reappointed by the City for an additional 4-year term on the TADL board.
- E-book usage is up 24% while print materials were down 2% the past month. An additional investment in e-books was made following the millage approval.

- Following the opening of Safe Harbor, behavioral incidents in the library increased from 4 to 23 last month. Police assistance was called a couple of times. Some suspensions were issued due to intoxication and threats of violent behavior.
- Melissa McKenna, Head of Adult Services, has been promoted to Assistant Director of Outreach and Adult Services. To absorb her additional duties, a full-time staff member on McKenna's team has been promoted to team lead for the department.
- A full-time librarian for adult literacy and a part-time librarian has been added to the Adult Services department.
- Matt Archibald and Chantel Lentz of the East Bay Branch Library did a presentation on Escape Rooms at the Michigan Library Association annual conference in October and was the highest rated program at the conference per feedback responses.
- The Library of Things now includes two Companion Pets that are very popular for dementia patients. The board got to experience the cat companion Howard brought for show-and-tell.
- TADL recently lost power and needed to open hour late. The outage was due to a tree branch that took out the power line. The City fixed it quickly.
- The new cyber security services and staff training included are already paying off. A very sophisticated phishing attempt targeted the library recently. Staff was suspicious of the link and did not engage, successfully avoiding the scam and any dire consequences.

8. **Old Business**

a. *Revised Policy: 4.6 Public Meeting Rooms Policy*

Howard explained the reason behind the proposed revisions to the meeting room policy with respect to commercial enterprises using the public meeting rooms. Discussion ensued and the board wanted to discuss it more at the committee level. President Pakieser assigned the policy revision presented to the Policy and Personnel Committee for further review with a final copy to come back to the board at the next meeting.

9. **New Business**

a. *Authority to Close Kingsley Branch Library for Renovation*

Howard noted that the board had previously approved renovations at the Kingsley Branch Library (KBL) which will begin soon. Howard asked for permission to close KBL during the renovations, estimated at approximately two weeks. She did not have specific dates yet. It was **MOVED** by Jones, **SUPPORTED** by Odgers to authorize the director to close the Kingsley Branch Library for renovation purposes for at least two weeks or longer as necessary to complete the project. Vickery suggested that the bookmobile could be used at KBL to provide some basic library services during the closure. Motion **CARRIED**.

b. *Human Resources and Payroll Software Purchase*

Howard asked the board to waive the competitive bid requirement for selecting a human resources service company that could provide payroll services plus some new features to aid in streamlining, digitalizing, and enhancing onboarding and staff experience beyond what the current system, ADP, is contracted for. She and Baldwin had researched three companies in addition to ADP that would be able to meet the library's specific payroll needs and then checked references for those companies. Howard emphasized that a few payroll service software systems do not have the ability to accommodate entities, like TADL and other government agencies, who do not pay into social security. Paycor can handle all of TADL's needs and was preferred by Howard and Baldwin for its features, ease of use, positive reviews, and comparable price. It was **MOVED** by Jones, **SUPPORTED** by Odgers, to authorize the director to waive the competitive bid requirement and enter into contract with Paycor HR and Payroll Solutions. A roll call vote was taken with the following results:

Odgers – aye Deyo – aye Gedman – aye Vickery – aye
Pakieser – aye Jones - aye Beuthin – absent
Motion CARRIED with 6 aye, 1 absent.

10. **Public Comment**

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

11. **Trustee Comment**

Odgers requested a demo of the new technology in the meeting room for the December meeting agenda. She also inquired about wait times for laptops and asked if staff has ordered more. Howard explained the Holds ratio purchase guidelines used and noted that a 3-week wait isn't long in terms of the industry standard for libraries. Odgers also asked how TADL was supporting Bellaire Library regarding their recent book banning challenge. Howard and President Pakieser both reached out to the Bellaire Library and are waiting on a response.

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

A closed session was not needed.

13. **Adjournment**

With a MOTION by Odgers, SUPPORTED by Jones, President Pakieser adjourned the meeting at 4:46pm.

Respectfully submitted,

Approved by board vote on December 12, 2024

V. Carpenter, Recording Secretary

M. Vickery, Board Secretary