



**TADL Board of Trustees  
Finance & Facilities Committee**

August 6, 2024

2:00 pm ~ Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

---

**Attendance:** P. Deyo, J. Jones in person and S. Odgers virtually. B. Boulter, M. Myers, A. Monette, D. Baldwin and M. Howard, staff.

**Agenda Approval:** It was motioned by Deyo and seconded by Odgers to approve the agenda as amended removing item 5 under Facilities and adding items 5. Status of Carpet Replacement, 6. Costs for bathroom flooding remediation, 7. Results of the Security Review, and 8. Status of Elevator Repairs. Item 6 Millage was added under Finance. All were in favor. The agenda was approved.

**Minutes Approval:** It was motioned by Deyo and seconded by Odgers that the minutes from the June 4, 2024, Finance and Facilities Committee be approved as amended. All were in favor. The minutes were approved.

**Public Comment:** No public comment.

**Finance:**

**1. MERS Annual Actuarial Valuation Report.**

Howard pointed out a few important statistics that are reviewed every year. These include that TADL is now 94% funded (p 6). In 2025 the annual payment will total \$40,000 but Howard plans to still pay \$10,000 per month so a total of \$120,000 which equals \$80,000 in extra payments (p. 7). Finally, the total of unfunded liability is \$441,263 (p. 20). Some discussion followed.

**2. MERS Conference Delegates**

Howard reminded the Trustees that there are two TADL representatives that attend the conference. One from the administration team and one elected by the Union members. The Board will approve this at the August Board meeting.

**3. Surplus funds from the 2023 Budget**

Howard passed out a copy of page 11 of the Audit that shows there was a surplus of \$384,598 from the 2023 budget. In some years the funds are split equally between the Public Improvement Fund and the Unfunded Pension debt. All trustees agreed to hold off on this decision until the September committee meeting pending the results of the millage.

4. **Security Service/Software Expenses**

Howard explained that after TCAPS and the County/City Cybersecurity breaches, Scott Morey has been evaluating our systems under a more critical eye. He offered 4 solutions and is looking for approval for the top 3 solutions: Immutable Backups, System Monitoring and Response Support, and Enterprise Password Manager service. After some discussion, it was motioned by Deyo and seconded by Jones to recommend these expenses to the board at the August Board meeting. Motioned passed with all in favor.

5. **Attorney Update**

Due to unforeseen circumstances, the current TADL attorney, Jeff Jocks, is no longer able to serve in this capacity. Howard reached out to Anne Seurnyck, an attorney with Foster Swift who specializes in Michigan Library Law. Ms. Seurnyck is able to take on TADL as a client. Howard shared her bio and contract for discussion. Trustees requested Ms. Seurnyck be available for questions at the August Board meeting.

6. **Millage**

Howard updated the Board about the millage. Odgers had a few questions that Howard answered.

**Facilities:**

1. **Kingsley Branch Childrens Area Remodel**

Howard and Monette explained the vision of the children's area remodel and reviewed the design plans. Howard is asking the board to forgo the RFP process. The Kingsley Friends of the Library will be paying for this remodel. It was motioned by Jones and seconded by Deyo to forward this request to the August board meeting with recommended adoption of the plan without the RFP process. Motioned passed with all in favor.

2. **TV's in the Sight and Sound Department**

Deyo requested this be on the agenda. Howard explained that the TVs are not functioning well but it was not budgeted to remove them. Howard explained that staff will discuss options and take care of the situation when time allows.

3. **Bathroom Update**

Boulter explained that the bathrooms are very close to being done and working with Spence Brothers to finish up any loose ends.

4. **Rainwater/Stormwater Abatement**

Howard explained that she and Boulter are looking at ways to divert rainwater from entering the stormwater system in light of the 8th street Drain District. More information will follow.

5. **Status of Carpet Replacement**

Howard reminded Trustees that while it was in the Capital Improvement Plan for 2024, she had mentioned at a previous board meeting that she was waiting on this project in order to get other projects done including the AV upgrades in the McGuire Room.

6. **Costs for Bathroom Flooding Remediation**

Boulter explained there was no cost to this as it was a vendor mistake and they are taking care of all costs.

**7. Results of the Security Review**

Howard and Boulter have received the Security Plan and still need to review it. Any qualifying expenditures will be brought to the Board for approval. The consultant will also be helping update the TADL Emergency Action Plan and provide Active Shooter Training to staff.

**8. Status of Elevator Repairs**

Boulter explained that Otis is looking for the proper replacement part. He is now exploring if the full reconditioning needs to happen as soon as possible. This work was approved in the 2024 Capital Improvement Plan.

**Next Meeting Date / Time:** September 3, 2024 at 2:00 pm

**Next Meeting Topic Suggestions:** Millage, Decision to direct money toward the Unfunded Pension Liability

**Public Comment:** No public comment.

**Adjournment:** It was motioned by Jones and seconded by Deyo to adjourn. The motion passed and the meeting adjourned at 3:40 p.m.