



## TADL Board of Trustees Policy and Personnel Committee

June 4, 2024  
11:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

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**Attendance:** M. Vickery, and J. Beuthin, Trustees. M. Myers, D. Baldwin, M. Howard, staff

**Agenda Approval:** The agenda was approved.

**Minutes Approval:** The minutes of the February 6, 2024 meeting were approved.

**Public Comment:** There was none.

### Policy Committee:

- **Policy 2.9 Electronic Transfers Policy**

After meeting with bank representatives from Fifth Third about financial fraud and security measures TADL can take to protect its assets, the bank suggested that Automatic Clearing House (ACH) transfers were a secure way to transfer funds. Howard and Baldwin amended the policy to allow for ACH transfers. Howard said this policy will also go before the Facilities and Finance Committee. After some discussion, it was motioned by Vickery and seconded by Beuthin to forward this amended policy to the Board.

- **Policy 4.7 Art Exhibition Policy**

Howard explained that there was some confusion about the section, Sale of Art within the policy. Howard offered the proposed changes. There was much discussion about the Director's discretion to allow for the sale of art. Howard will develop a rubric for making such decisions. After some discussion, it was motioned by Vickery and seconded by Beuthin to forward this amended policy to the Board.

- **Policy 4.8 Display Case Policy**

Howard was explaining that her and Heather Brady, Marketing Manager, have had inquiries from individuals to display and sell their crafts/art in the display cases. Sales have not been allowed in the past but it was unclear in the policy. After some discussion, it was motioned by Vickery and seconded by Beuthin to forward this amended policy to the Board.

- **New Policy: Library Director Succession Policy and Procedure**

Howard has been working on a succession policy for the Director. This would guide the process in case the Director cannot serve in their capacity and how to guarantee a continuity of service in case of a sudden absence. Some elements still missing from the

policy are: the fiduciary of the director, key personnel, the Board Chair and Policy, and Personnel Committee Chair. Howard took the suggestions and will revise the policy for the August meeting.

- **Request for Support for Revitalizing Debates in Michigan**

Mr. Merek Garland had emailed the Board asking for support for the Michigan Debate Task Force. Both Trustees were not sure if it's in the libraries mission or interest to support this request.

**Personnel Committee:**

- None

**Next Meeting Date / Time:** No meeting in July. Next meeting is August 6, 2024.

**Next Meeting Topic Suggestions:** Director Succession Policy

**Public Comment:** None

**Adjournment:** The meeting adjourned at 11:57 am.