



TADL Board of Trustees Policy and Personnel Committee

October 1, 2024
10:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

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

Agenda Approval: The agenda was approved.

Minutes Approval: The minutes of the September 16, 2024 meeting were approved.

Public Comment: There was none.

Policy Committee:

- **Commercial Use of the Meeting Room/Meeting Room Policy**

Howard spoke with the attorney about options for the meeting room policy. After much discussion, it was decided to add language regarding the following: restrict meeting room reservation to community organizations and non-profit organizations; add language restricting private and commercial interests; prohibit seminars where the purpose is to entice or encourage people to purchase the speaker's products/services; add language regarding passing out company specific information; add language for an appeal process.

- **Proposed Policy 5.9 Library Director Succession Plan**

Howard discussed some of the changes she proposed. Due to other agenda items and lack of urgency on this issue, Howard will continue to refine the policy and this will be discussed in December.

Personnel Committee:

- **Director Job Description**

Howard reviewed her job description with the Trustees.

- **Director Review**

Trustees and Howard discussed her review which was overall a positive review. Vickery and Beuthin will contact the Finance Committee regarding their suggestions for pay increases.

Next Meeting Date / Time: Next meeting is December 3, 2024 at 11:00 am.

Next Meeting Topic Suggestions: Director succession policy.

Public Comment: M. Myers commented on the excellent work Howard does as the director. She is proud of the work done at TADL and knows Howard has everyone's back. Myers does not think the staff would mind Howard getting a larger raise.

Adjournment: The meeting adjourned at 11:53 am.