



Board of Trustees Regular Meeting
MINUTES - DRAFT
Thursday, April 21, 2016 at 5:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. Call to Order

The meeting was called to order by President Gillman at 5:00pm. Present were Gillman (President), Marek (Vice President, left at 5:50pm), Beasley (Secretary), Kachadurian (Treasurer arrived at 5:03pm), Jones, Payne, and Moyer (Trustees). Also present were Zeits (Counsel), Parsons (Director), Wiliford and Carpenter (Staff).

2. Approval of agenda

Parsons requested the addition of two agenda items: a budget amendment resolution for the MERS Unfunded Pension Liability Payment; and a resolution to use Public Improvement Funds for a Boiler Control Project. Gillman identified placement of those requests as Old Business, items b and c respectively. Marek requested movement of item 7, Presentation by Matthew Wiliford, to follow New Business. It was MOVED by Marek, SUPPORTED by Beasley to approve the agenda with the aforementioned amendments. Motion CARRIED.

3. Oath of Office

Gillman welcomed city-appointed board member Emma Moyer. Beasley performed the oath of office with Moyer responding affirmatively.

Gillman then recommended Moyer's appointment to fill the open seats on the Finance and Personnel Committees. It was MOVED by Marek, with SUPPORT from Jones, to approve the recommended appointments made by Gillman. Motion CARRIED.

4. Approval of minutes

It was MOVED by Beasley, SUPPORTED by Marek, to approve the regular meeting minutes of February 18, 2016 as presented. Motion CARRIED.

It was MOVED by Beasley, SUPPORTED by Payne, to approve the special meeting minutes of March 17, 2016 as presented. Motion CARRIED.

5. Public Comment

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

6. Reports and Communications

a. *Director Report*

Parsons confirmed her written report and added the following:

- Computer usage in the Public Computing Center continues to decrease, while portable Chromebook usage is on the rise along with total wireless usage.
- Furniture, funded by the Friends of TADL, for the Youth Services Department Read-To-Me Corner at the main branch has been received.
- Interviews are scheduled to fill the Youth Services Coordinator position recently vacated by Cathy Lancaster.
- Responses to the RFP for McGuire Room A/V improvements are coming in.

- Parsons met with a couple of companies regarding a shelving plan for the newly acquired Local History Collection.
- Upcoming events include Poets Night Out on Sunday on April 24th and the Adams Fly Festival in Kingsley on June 4th.

President Gillman noted that Departmental Reports were included in the board packet. There were no additions to those reports.

b. *Financial Report*

Parsons confirmed her February and March reports, highlighting the following:

- March Revenue – Property taxes received by March end were at 97.9%. Additional real property taxes totaling approximately \$168K were received from the County which brings tax revenues over the budgeted amount. Contributions appear to be down from a year ago, however TADL had received a large donation for the Getty Trust at this time in 2015, and are otherwise at par with other years. Overall, revenues are at 89%.
- March Expenses – Health insurance expense appears high at this time due to the annual payment made to staff utilizing the HSA plan, but will even out throughout the year. The MERS unfunded liability line item will be corrected following the budget adjustment resolution later in the agenda. Overall, expenses are at 39.3%.

c. *Member Library Reports*

- Vicki Shurly, Director of Peninsula Community Library (PCL), noted that there were 477 attendees at 18 programs last month and that programming is becoming a larger portion of what PCL offers. The Books at the Boathouse fundraiser brought in just under \$5000 for PCL. Talbots is also hosting a shopping event fundraiser for the Friends of PCL. Shurly and TADL's Youth Coordinator presented information at MLA's Spring Institute on the district's classification system of children's books by levels. PCL has received a \$1000 grant from the Old Mission Women's Club for glow-in-the-dark summer reading programs. Shurly also thanked the TADL board and attorney Zeits for the contract agreement with PCL later on the agenda.
- Renee Kelchak, Director of Interlochen Public Library (IPL), confirmed her written report and highlighted several upcoming events including a Mother Daughter Tea on May 14th, the IPL Friends annual plant sale on May 28th, and the annual book sale June 24-25. The 5 to One Neighborhood Center Playgroup is growing in popularity.
- A written report was provided by Julie Kintner, Director of Fife Lake Public Library.

d. *Committee Reports*

- Facilities and Services Committee – Payne noted that the committee had met and discussed the boiler control system upgrade and recommends board approval of the resolution later on the agenda.
- Finance Committee – Kachadurian noted that the committee had met and all items discussed are on the agenda for approval.
- Personnel Committee – Kachadurian noted that the committee had not met; however, following a rejection by the union membership of the tentative agreement proposal another negotiation meeting will be scheduled with the union representatives.
- Policy Committee – Jones noted that the committee had met and discussed a new ethics policy and a revised credit card use policy. The committee has recommended the credit card use policy for approval.

e. *Other Reports and Communications*

- Friends' Report – Maryln Lawrence, Friends Board President
Lawrence reported that the recent Media Sale brought in over \$1000 and the Spring One-Day

Book Sale cleared \$3388. The new Under the Stairs Gift Shop signage has increased traffic to the shop. The Friends annual meeting is scheduled for May 3rd, and Lawrence will be stepping down from the Presidency and a new President will be chosen. Kachadurian and Gillman thanked Lawrence, on behalf of the trustees, for her service to TADL and the Friends of TADL.

7. Old Business

a. *Peninsula Community Library member library contract*

Gillman noted that contract renewal negotiations with Peninsula Community Library were very amicable and expeditious. It was **MOVED** by Beasley, and **SUPPORTED** by Payne to accept and approve the member library contract between TADL and PCL as presented. A roll call vote was taken with the following result:

Moyer – Aye	Jones – Aye	Payne – Aye
Kachadurian – Aye	Gillman – Aye	Marek – Aye
Beasley – Aye		

Motion **CARRIED**.

b. *Budget Amendment for MERS Unfunded Pension Liability Payment Resolution*

Beasley read the budget amendment for MERS unfunded pension liability payment resolution in its entirety. It was **MOVED** by Marek, and **SUPPORTED** by Payne to approve the budget amendment payment resolution as presented. A roll call vote was taken with the following result:

Moyer – Aye	Jones – Aye	Payne – Aye
Kachadurian – Aye	Gillman – Aye	Marek – Aye
Beasley – Aye		

Motion **CARRIED**.

c. *Boiler Control Project Resolution*

Beasley read the boiler control project resolution in its entirety. It was then **MOVED** by Beasley, and **SUPPORTED** by Kachadurian to approve the resolution as presented. A roll call vote was taken with the following result:

Moyer – Aye	Jones – Aye	Payne – Aye
Kachadurian – Aye	Gillman – Aye	Marek – Aye
Beasley – Aye		

Motion **CARRIED**.

8. New Business

a. *Debt Service Invoice Payment Resolution*

Beasley read the debt service invoice payment resolution in its entirety. It was **MOVED** by Marek, and **SUPPORTED** by Beasley to approve the resolution as presented. A roll call vote was taken with the following result:

Moyer – Aye	Jones – Aye	Payne – Aye
Kachadurian – Aye	Gillman – Aye	Marek – Aye
Beasley – Aye		

Motion **CARRIED**.

b. *Proposal for Legal Services*

Gillman noted that the library is currently in the midst of union negotiations and undergoing a millage renewal that require legal attention, that the long-term service relationship with Smith Haughey Rice & Roegge has been positive and beneficial, and that SHRR proposes to extend services for 2016 under the same terms and conditions as that of 2015. It was moved by Kachadurian, and **SUPPORTED** by Marek, to retain legal services through SHRR for 2016 as proposed. A roll call vote was taken with the following result:

Moyer – Aye	Jones – Aye	Payne – Aye
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Kachadurian – Aye Gillman – Aye Marek – Aye
Beasley – Aye
Motion CARRIED.

c. *2.7 Investment Policy Statement Revision*

It was MOVED by Kachadurian, with SUPPORT from Jones to accept the revised policy 2.7 Investment Policy Statement as presented and recommended by the Policy Committee. Motion CARRIED

d. *2.3 Credit Card Use Policy Revision*

Jones explained that revisions to 2.3 Credit Card Use Policy were a clean-up of positions and names that were no longer valid and reflective of the current staffing status and practice. It was MOVED by Marek, with SUPPORT by Beasley to approve the credit card policy revision as presented. Motion CARRIED.

e. *Schmuckal/Blair Fund Discussion*

Funds from the Arthur Schmuckal Trust, totaling \$100K, were offered to TADL in 2013 with conditions that would restrict usage to the establishment of a library in Blair Township. The board engaged in an in depth discussion about the known circumstances and conditions of the offer, TADL's summer pilot program at the Blair Elementary school, and the determination that there is insufficient funding in the district to run another library site. The question was raised whether TADL could possibly use the funds for another agreed upon purpose. Zeits (Counsel) reviewed both the process of formally accepting the money, and the process of refusing the funds if mutual terms for the funds are unable to be met. The board asked Parsons to look into the past board minutes to trace the Schmuckal Trust activity and requested that Zeits (Counsel) inquire with the Schmuckal Family representatives regarding other possible uses of the funds before determining a final disposition for the funds.

9. Presentation, Matthew Wiliford, Marketing and Communications Manager

Wiliford presented each board member with a "Love My Library" sticker designed by colleague William Rockwood and will distribute them throughout the community through various interactive means for those who wish to display their TADL pride. Wiliford showed a preview of the second in a series of three videos, entitled *Not Just Books*, featuring TADL's extensive digital resources. It will be distributed via multiple outlets including the library website and YouTube channel. He also noted that the third and final video in the series will feature staff from all locations in the district and their passion for service and their library community. Several 30-second PSA's for television and radio will also be created from footage from these videos.

10. Public Comment

President Gillman opened the floor for public comment. The following people addressed the board: Pat Thompson, IPL Board of Directors, announced that IPL has reached \$1.8 million toward their new building goal, with \$750K to go. She welcomed Moyer, TADL's new board member, congratulated Parsons on her article in GT Woman magazine, and gave praise to Lawrence for her service to the TADL Friends. IPL recently recognized their volunteers, including both the library and the capital campaign volunteers.

11. Adjournment

With a motion by Kachadurian, with support from Beasley, President Gillman adjourned the meeting at 6:09pm.

Respectfully submitted,

Approved by board vote on May 19, 2016,

V. Carpenter, Recording Secretary

J. Beasley, Board Secretary