

Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, June 16, 2016 at 5:00pm
Fife Lake Public Library
77 Lakecrest Ln., Fife Lake, MI 49633

1. Call to Order

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

2. Approval of agenda

It was MOVED by Marek, SUPPORTED by Beasley, to approve the agenda as presented. Kachadurian requested an amendment to insert as item 7a Library Director Review Preliminary Report, with items 7a and 7b then moving to items 7b and 7c respectively. With agreement to the amendment by Marek and Beasley, motion CARRIED.

3. Approval of minutes

It was MOVED by Beasley, SUPPORTED by Marek, to approve the regular meeting minutes of May 19, 2016 as presented. Motion CARRIED.

4. Public Comment

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

5. Reports and Communications

a. *Director Report*

Parsons confirmed her written report and added the following:

- The Summer Reading Club registration began June 6th and registration figures are high. A special kick-off event is scheduled for June 20th when reporting begins.
- Summer Reading Club major sponsors include: Hagerty Insurance; Chemical Bank; and Shape Up North, a community collaborative program.
- TADL's Sight & Sound Department was the recipient of a generous \$1000 donation from a library patron to help fund a new Media Lab in the department.

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 May report, highlighting the following:

- May Revenue – Property taxes received to date total \$4,317,033 and have exceeded the budgeted amount of \$4,225,000. The second half of State Aid is usually received in July. Penal fines are usually received in July and August. Parsons indicated that penal fines may be trending up. Overdue fines are comparable to last year at this time and interest has increased over last year. Overall, revenues are positive.
- March Expenses – Salaries and wages are on target for this time of year. Health insurance and hospitalization costs will even out over the year. Unemployment and workers comp expenses are incurred later in the summer and are not expected to be large. Professional and contractual services are down following the switch to in-house server hosting which eliminated the contract payment with Equinox. Property tax reimbursements are way down

from last year, but Parsons noted that at the recent Garfield Township meeting it was announced that Grand Traverse Mall is again seeking a tax break which may affect the library's reimbursement figures. Overall, expenses are in line at this time.

c. *Member Library Reports*

- Julie Kintner, Director of Fife Lake Public Library (FLPL), introduced FLPL Board members present at the meeting. FLPL is partnering with the school's Meet and Eat program by advertising upcoming programs occurring just before and after the meal to encourage them to attend the library programs as well. Kintner gave a shout out to BATA who provided transportation for local seniors to attend the Senior Expo. She also announced the library's annual auction held on July 4th each year and thanked TADL board member Jones for his help in coordinating the event.
- Renee Kelchak, Director of Interlochen Public Library (IPL), announced their book sale on June 24th and a site celebration to take place on July 31st. The Cherry Capital Men's Chorus will perform at the celebration, and there will be an opportunity to purchase engraved 'bricks for books' which will line the pathways and garden area of the new building.

A written report from Vicki Shurly, Director of Peninsula Community Library (PCL), was included in the board packet.

d. *Committee Reports*

- Facilities and Services Committee – Payne reported that the committee had met and discussed the A/V Upgrade for the McGuire Community Room following a presentation by Olson and recommend approval of the project under Old Business, item 6b.
- Finance Committee – Kachadurian reported that the committee had met and discussed the A/V Upgrade project and reviewed the audit report. The committee received information that the MERS liability payment for next year has increased from 15.6% to 17.24% of covered payroll and TADL's plan funding level at the end of 2015 was 62%. A payment was made in early 2016 therefore raising the percentage funded at this time.
- Personnel Committee – Kachadurian reported that the committee had met and discussed the Director Evaluation which was added to the agenda under New Business, item 7a.
- Policy Committee – Jones reported that the committee had met and discussed the Code of Ethics Policy and the Smoking Policy, to be discussed under New Business, items 7b and 7c. They also discussed, at length, the unattended child policy but are not yet ready to move forward with any recommendations to the full board.

e. *Other Reports and Communications*

- Friends' Report – Maryln Lawrence, Friends Board President
Lawrence noted that Under the Stairs Gift Shop will have a grand opening celebration on June 25 showcasing new changes and providing visitors an opportunity to become members of the TADL Friends of the Library. The gift shop continues to feature a unique themed book sale each month. The Friends Board is updating their procedures and bylaws. Volunteer Friends continue to sort books for the September book sale.

Parsons introduced Andy Schuck, TADL's new Youth Services Coordinator, who was in attendance at the meeting. She noted that the board can anticipate hearing more from Schuck at future meetings.

6. *Old Business*

a. *2015 Audit Report*

Parsons noted that the auditors from Dennis, Gartland and Niergarth presented a clean and unqualified audit to the members of the Finance Committee at their last committee meeting. She felt the audit experience was smooth and an overall good experience. Kachadurian noted that

TADL has been preparing for the changes in reporting regulations as it relates to the MERS unfunded liability as approved on the Budget Amendment Resolution of December 2015. He also noted that the 15% benchmark used in that resolution will be discussed at a future Finance Committee meeting to determine if it would be prudent to increase that amount. Parsons referenced the management discussion and analysis report which further explains multiple aspects of the audit.

It was MOVED by Marek, with SUPPORT from Kachadurian, to receive and file the 2015 audit report and communications letter. Motion CARRIED.

b. *A/V Upgrade for McGuire Community Room*

Aaron Olson, Audio-Visual Department Coordinator for TADL, provided a brief background and overview of the current status of the audio amplification and the video presentation and recording equipment in the McGuire Community Room. RFPs were accepted and reviewed to bring the equipment and service capability up to prime operational needs. He noted that the current A/V equipment has far exceeded its efficiency and technological lifespan. Improvements would include compliance upgrades, streaming capabilities, and a higher level of professional output. Some of the old equipment would be liquidated in the upgrade process. After presenting his findings to the Finance and the Facilities and Services Committees, Olson reported that WAARA, a local company with whom TADL has a positive and established relationship, has been recommended to do the project.

For clarity purposes, due to a budget figure error in paragraph four to be corrected to “an amount not to exceed \$80,000”, and the addition of WAARA as the selected contractor, Beasley read the amended A/V Upgrade for the McGuire Community Room in its entirety. It was MOVED by Marek, and SUPORTED by Jones, to accept the resolution as read by Beasley. A roll call vote was taken with the following results:

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

Motion CARRIED.

7. **New Business**

a. *Director Evaluation Preliminary Review*

Kachdurian compiled Director Evaluations from each of the trustees prior to the meeting and noted that the results were positive and very consistent across the board. There are no areas of concern with Parsons’ performance at this time. The Personnel Committee has asked Parsons to submit a set of goals to be discussed with the committee and a final review will be brought before the board at a future date.

b. *Code of Ethics Policy*

A Code of Ethics Policy, presented by the Policy Committee, was submitted to the board for review. Gillman inquired as to impetus behind the policy and Jones responded that it was brought before the board as general common practice among many municipal boards and was a sample upon which to base a discussion. Much discussion and several concerns were aired. Gillman provided two alternate ethics policy samples to the board for discussion purposes. Zeits (Counsel) offered commentary on the history and background of the policy drafted and presented to the board. It was MOVED by Marek, with SUPPORT from Kachadurian, to send the ethics policy back to the Policy Committee for revision and restructuring to a more simplified format to bring back to the board for further review. A roll call vote was taken with the following results:

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

Motion FAILED.

With the presented Code of Ethics Policy still on the table, it was MOVED by Jones, with SUPPORT from Beasley, to adopt the Code of Ethics Policy as presented. A roll call vote was taken with the following results:

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

Motion FAILED.

c. *Smoking Policy Discussion*

Numerous complaints are placed in the library's Suggestion Box and made to staff members about the smoking situation at the entrance to the library. Parsons felt compelled to bring it to the attention of the board for discussion. Because of the smoking scenario, some patrons often feel uncomfortable and offended and find it unsightly when using the library. It was noted that there are many non-smoking campuses in the region and that the staff are prepared to enforce a smoke-free campus at TADL. The current Behavior Policy addresses smoking parameters on library grounds. The discussion revealed a strong sentiment by a majority of the board to preserve legal rights of all who visit the library and suggested the possibility of implementing alternative procedures to reduce the impact of a smoking campus.

Kachadurian suggested a motion to not adopt a new smoking policy. It was then MOVED by Marek, with SUPPORT from Jones to make no changes to the smoking policy as directed in the current Behavior Policy. Jones requested an amendment to accept Marek's motion and prohibiting further smoke-free campus discussions for a period of two years. The amended motion was accepted by Marek, with support from Kachadurian. A roll call vote was taken with the following results:

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

Motion CARRIED.

8. Public Comment

President Gillman opened the floor for public comment. Gloria VanHoose, Blair Library Committee, stated the committee had been working on a storage building for storing books and holding book sale fundraisers. The committee has also located a possible building site for a library in Blair Township and indicated a desire to present a business plan to the TADL Facilities Committee. Pat Thompson, IPL Board President, reported that the IPL new building fund has reached \$2.1 million and needs another \$400K to reach their goal. She expressed, on behalf of IPL, satisfaction working with Parsons. IPL has also received the member library contract and would like to complete the process by the first of July.

Gillman recognized Scott Morey, Assistant Director Technology, who was also in attendance, for his contribution to the A/V Upgrade for the McGuire Community Room project.

9. Adjournment

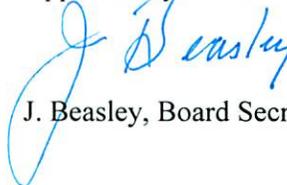
With a motion by Payne and support from Jones, President Gillman adjourned the meeting at 6:18pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on August 18, 2016,



J. Beasley, Board Secretary