



Board of Trustees Regular Meeting  
MINUTES (approved)  
Thursday, August 18, 2016 at 5:00pm  
Interlochen Public Library  
9700 Riley Rd., Interlochen, MI 49643

---

**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), Kachadurian (Treasurer), Jones, Payne, and Moyer (Trustees). Also present were Zeits (Counsel), Parsons (Director), and Carpenter (Staff).

**2. Approval of agenda**

An amendment was requested by Payne to correct the wording of Old Business item 6b from 'Schmuckal Funds' Options to 'Arthur Schmuckal Trust' Options. It was MOVED by Marek, SUPPORTED by Kachadurian, to approve the agenda including the amendment request. Motion CARRIED.

**3. Approval of minutes**

It was MOVED by Jones, SUPPORTED by Beasley, to approve the regular meeting minutes of June 16, 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:

- Although print material circulation is decreasing, circulation of e-resources such as e-books and e-databases is increasing. In addition, wireless usage is increasing. Despite a slight decrease in visitors, the library has been very busy throughout the summer.
- Thank you to the staff and board, and especially to Matthew Wiliford, TADL's Marketing and Communications Manager, for sharing information about TADL services leading up to a successful millage vote by 75.5% of the voters and passage of the millage in all precincts.
- Parsons attended the Northland Library Cooperative (NLC) Planning Committee meeting. One of the items discussed was a method of returning funding in the form of grants to libraries in instances where all allocated funds were not used. She also noted that TADL will have a permanent seat on the Board of NLC.
- Long-time volunteer, William Engle, passed away recently and has designated 10% of his estate to TADL.

b. *Financial Report*

Parsons confirmed her June and July reports, highlighting the following:

- July Revenue – TADL has received 98.5% of the budgeted revenue. The remaining \$77K has almost been fulfilled since revenues were recently received: \$21K from Benzie County; \$9320 from Leelanau County; and \$32K from State Aid. Tax revenues are up while penal fines are less than budgeted, however, other factors such as an increase in interest and dividends have offset the difference.
- July Expenses – Expenses are at 61.3% of the budget. This is in line with expectations at this point in the year.

c. *Member Library Reports*

- Renee Kelchak, Director of Interlochen Public Library (IPL), welcomed the TADL board and announced the annual IPL Friends meeting September 12<sup>th</sup>. Special guest speaker, Dave Pennington, will share a presentation on the history of Interlochen at the annual meeting and there will be an update on the new building campaign. Kelchak attended the district's Summer Reading Club finale party and was also proud to report that Green Lake Township passed the library millage with 231 to 91 votes.

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

Jill Porter, TADL's Assistant Director of Public Services, offered a special recognition to Norte! Youth Cycling Bike Loaning Program. Norte maintains a collection of bikes for families that cannot afford to purchase bikes. Parents of toddlers through elementary school aged children can check out a bike and trade up to a bigger bike as their child grows. Following a recent donation of 47 bikes from McClain Bicycle Shop, Norte held their bike loaning program at TADL and within a few hours all but 5 bikes were loaned out. During that program the Youth Services Department was packed full of children and parents who had gotten a bike loan. Some of those patrons were first time users and signed up for library cards. The program was a win-win all around.

d. *Committee Reports*

- Facilities and Services Committee – Payne reported that the committee had met and discussed a re-lamping project with Bennett, TADL's Facilities Manager. Bennett will pursue RFP's for the project. The committee discussed a business plan and building purchase proposal presented by the Blair Library Committee as well as the possible use of the Arthur Schmuckal Trust donation. Beasley noted that he was not in attendance and made a motion, supported by Marek, to amend the minutes to reflect his absence. Motion carried.
- Finance Committee – Kachadurian reported that the committee had met and discussed the items under Old Business, later in the agenda.
- Personnel Committee – Kachadurian reported that the committee had not met and that there is no update on the union contract negotiations. Due to a change in the Teamsters representation personnel, the next negotiation meeting has been delayed until August 31<sup>st</sup>.
- Policy Committee – Jones reported that the committee had met and discussed the policies under New Business later on the agenda.

e. *Other Reports and Communications*

- Friends' Report – Maryln Lawrence, Friends Board President  
Lawrence announced that the annual book sale is September 23-25. Unfortunately the book sale co-chair will be leaving the area, however preparations are organized and going well. Lawrence had a very positive visit from a representative of Friends of Michigan Libraries; the Friends annual planning meeting will be held soon; and the results of the new Under the Stairs Gift Shop outreach efforts are under discussion.

6. **Old Business**

a. *Recognition of Successful Millage Vote*

President Gillman recognized all those who took part in a successful millage vote, in particular the visits made by Parsons and Wiliford to all voting township board meetings. Payne expressed his appreciation to Wiliford for his presence at many events throughout the past few months and Kachadurian commended Wiliford on TADL's positive presence in the media.

b. *Arthur Schmuckal Trust Options*

The board discussed at length the best course of action to take with a donation from the Arthur Schmuckal Trust that was intended to be used for library services for Blair Township.

Kachadurian stated that given the millage-voted budget over the next 10 years and the expected costs to run a branch library in Blair Township, there would not be enough funds to do so and would require a radical reconstruction of district services in order to do that. Payne felt strongly that the funds should be returned to the Schmuckal family for another use if it is unlikely that they cannot be used for the intended purpose. Zeits explained the legal language of the donation as well as the process and costs required to return the money as well as the probable legal process and cost assumptions if the Schmuckal family agreed that the money could be used for another form of library service purpose, such as the possibility of a bookmobile suggested by some members of the board. Zeits also explained that the Schmuckal family has asked that TADL incur the estimated probate court costs of approximately \$2000 if the funds are to be returned.

It was MOVED by Payne, with SUPPORT by Marek, to return the \$100K donation given to TADL, along with the earned interest, to the Arthur Schmuckal Trust. A roll call vote was taken with the following results:

Jones – nay	Payne – aye	Beasley – nay
Gillman – nay	Marek – aye	Moyer – nay
Kachadurian – nay		

Motion FAILED.

Discussion continued among the board members. Many members felt that if there was a cost either way, to return the funds, or to re-allocate the funds, that it would be prudent to see if a mutual purpose could be agreed upon before determining the final course of action for the donation. It was MOVED by Kachadurian, with SUPPORT from Jones, to pursue the possibility of an alternative purpose for the donation with the Arthur Schmuckal Trust heirs and with Council. A roll call vote was taken with the following results:

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

Motion CARRIED.

c. *Interlochen Public Library Contract Update*

President Gillman noted that the details of the member library contract between Interlochen Public Library and TADL have not yet been agreed upon, but a meeting has been scheduled to continue the discussions.

7. **New Business**

a. *Policy 1.2 Amended Bylaws of the Traverse Area District Library*

Jones read and reviewed revisions to Policy 1.2, Amended Bylaws of the Traverse Area District Library, which were recommended by the Policy Committee to bring the language of the policy up to current practice. It was MOVED by Jones, with SUPPORT from Beasley, to approve the revisions as presented. Marek suggested adding the Pledge of Allegiance to section 3.7 Orders of Business, as item b, with the remaining items following suit. President Gillman then sent Marek's suggestion to the Policy Committee for review. Motion CARRIED.

b. *Policy 3.1 Borrowing Privileges*

Jones briefly discussed each of the revisions to Policy 3.1, Borrowing Privileges, which were recommended by the Policy Committee to reflect changes to TADL's membership with Northland Library Cooperative and borrowing through Michicard which is no longer in existence. It was MOVED by Jones, with SUPPORT by Beasley, to approve the enumerated revisions. Motion CARRIED.

c. *Management Staff Compensation Discussion (possible closed session pursuant to consideration of written attorney-client communication)*

Kachadurian, Chair of the Personnel Committee, noted that management staff compensation changes have been on hold while non-exempt staff union negotiations have been in progress. As a

result, some of the management staff has not had a compensation change in almost two years. At the Finance Committee Kachadurian proposed that management staff compensation be reviewed and offered within a limited financial structure rather than wait until the union negotiations are completed. President Gillman recommended that the matter be taken to the Personnel Committee to consider the impact on negotiations and to bring a management compensation package recommendation back to the full board. It was MOVED by Beasley, with SUPPORT from Payne, to proceed with President Gillman's recommendation as presented. Motion CARRIED.

**8. Public Comment**

President Gillman opened the floor for public comment. Pat Thompson, Interlochen Public Library Board President, reported over \$7000 in sales at the Friends Book Sale. Tom's Food Markets donated \$250K to the new library campaign, reducing the campaign amount still needed to approximately \$60K. Thompson expressed appreciation for the staff that are the heart of the library and the support that IPL has received for the new building.

**9. Adjournment**

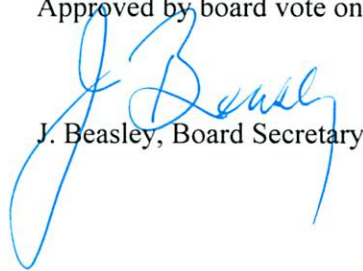
With a motion by Kachadurian and support from Marek, President Gillman adjourned the meeting at 5:51pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on September 15, 2016,



J. Beasley, Board Secretary