



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, September 15, 2016 at 5:00pm
Kingsley Branch library
213 S. Brownson Ave., Kingsley, MI 49649

1. Call to Order

The meeting was called to order by President Gillman at 5:06pm. 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

Beasley noted a correction to the wording of item 7c, which should read: 4.9 Use and Maintenance of Library 'Vehicle' Policy, rather than 'Materials' Policy. It was MOVED by Kachadurian, SUPPORTED by Marek, to approve the agenda including the correction made by Beasley. Motion CARRIED.

3. Approval of minutes

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

4. Public Comment

President Gillman opened the floor for public comment. The following people addressed the board: Mary Fraquelli, Branch Manager of Kingsley Branch Library, welcomed everyone to KBL. She introduced members of the Kingsley Friends of the Library who were present and expressed gratitude for all their help and support throughout the year. Fraquelli highlighted some of the events at KBL including: generous donations used for book club kits and table top book displays; collaborative events with The Rock and First Responder Teams; and a telescope donation from the Grand Traverse Astronomical Society. She also reviewed numerous regular and special programs ranging from travelogues, magicians, and genealogy workshops to United Way's Day of Action offering of backpacks full of books available for youth, an Irish dance performance, and a paranormal team who will present a program prior to Halloween.

5. Reports and Communications

a. *Director Report*

Parsons confirmed her written report and added the following:

- Parsons attended the Northland Library Cooperative (NLC) meeting in which they approved the budget. Of note, because TADL has no need to utilize the streaming music service offered through NCL, TADL will be receiving \$5000 back in member fees. TADL will hold a permanent seat on the NLC board and may also have an opportunity to contract technology service with some of the Co-op member libraries.
- TADL received notification of a bequest from the Charles Saunders estate. The amount is not yet known.
- The Michigan Library Association (MLA) is celebrating its 125th year.
- Parsons attended the MLA Legislative Committee meeting and reports a lot of activity with bills related to tax increment financing, dark stores and the like. There may action in these areas in November or December.

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

b. *Financial Report*

Parsons confirmed her August report, highlighting the following:

- July Revenue – Revenues through the end of August have exceeded the budgeted amount. Parsons expects to receive about \$13K from the Renaissance Zone reimbursement in October. Penal fines are down slightly due to the drop in revenues from Benzie County. Overdue fines are tapering off and interest and dividends are picking up. Revenues are in good shape.
- July Expenses – Salaries and wages are on target. Health and hospitalization are higher than planned. Tax reimbursements are currently low at \$15, but additional requests have been received and will be reflected next month.

c. *Member Library Reports*

- Vicki Shurly, Director of Peninsula Community Library (PCL), provided a written report of August library activities in the board packet. She briefly reviewed on-going discussions and actions surrounding TCAPS' recommendation to close Old Mission Peninsula School where the library is located and noted that while much is yet to be determined, the PCL Board is actively engaging in long-range planning for the library. Shurly assured everyone that there will be a library, in some capacity, on Old Mission Peninsula and thanked TADL for their support and for all that they do for PCL.
- Renee Kelchak, Director of Interlochen Public Library (IPL), reported that the 5 to One playgroup has moved out of IPL but will return after the new building is complete. On October 10th, Chemical Bank employees will be participating in goodwill activities. Last year a group from the bank cleaned all the JE books and IPL is looking forward to their service again this year. The knitting and crocheting group at IPL is making items for Winter Special Olympics. IPL will offer a program on alcohol ink art on October 8th.
- Julie Kintner, Director of Fife Lake Public Library (FLPL), highlighted various programs including: Tot-Time for the toddlers, Harry Potter Palooza for the teen group, and the senior group who will be attending a Tiger baseball game. The annual train tour will be making a stop at FLPL again this year. About 500 guests stop at the library each year during this event. FLPL often receives letters of thanks, gifts, and donations following the train tour. Kintner thanked Parsons for her effort which allowed FLPL to join Northland Library Cooperative.

d. *Committee Reports*

- Facilities and Services Committee – Payne reported that the committee had met and discussed an amendment to the tech service contract between Kalkaska County Library and TADL and recommends approval. Facilities Manager, Bennett, is researching the best LED lighting option prior to writing an RFP for the project. The committee also discussed issues with the Dura-Loc roof installed when the library was built 16 years ago. Since the manufacturer is now closed, Bennett is investigating options to either repair the roof or possibly re-roof the building in the future. Payne also noted that the committee hopes to have a resolution on Blair Library services at the October board meeting.
- Finance Committee – President Gillman confirmed that the committee did not meet.
- Personnel Committee – Kachadurian reported that the committee had met and discussed agenda item 6b, Union Contract, deferring comment until that time.
- Policy Committee – Jones reported that the committee had met and discussed the two policies for consideration later on the agenda, items 7b and 7c, deferring comment until that time.

e. *Other Reports and Communications*

- Friends' Report – Maryln Lawrence, Friends Board President
Lawrence reported that the Friends board recently held a planning meeting. The book sale will be held September 24rd – 25th, along with a special preview night for members on the 23rd. The Under the Stairs Gift Shop will be closing by the end of the year since it is not profitable. The board is working on a closure process.

- **Friends' Report** – Gay Travis, Vice President of the Kingsley Friends of the Library
Travis reported that the KBL Friends spoke with the Kalkaska Friends group about how KBL was built and about Kingsley's successful Adams Fly Festival since Kalkaska has a Trout Festival. The Adams Fly Festival is KBL's biggest fundraiser for the year, last year profiting \$15K over a 4-hour event. The Kingsley Friends will no longer host the Floyd Milton Webster writing contest because they feel it would be better done through the public school. This year's Floyd Milton Webster prize winner in the adult category was Mardi Link, a local author who wrote about the Adams Fly. Travis also reported that the group will be decorating KBL for the holidays, hosting a spring book sale, and plans to share the cost of the new village sign between the library and the park since the Friends utilize the village meeting space often. A percentage of all fundraisers go directly to the KBL Friends Foundation which has reached about \$50K. Travis emphasized the group's desire to help the library and the librarians through their continued fundraising efforts and support.

6. **Old Business**

a. *L-4029 Tax Rate Request Form*

It was **MOVED** by Kachadurian, **SUPPORTED** by Marek, to approve the L-4029 Tax Rate Request Form as presented. The form must be filed in order to levy taxes, and includes a Headlee Rollback. Motion **CARRIED**.

b. *Union Contract*

Kachadurian reported that the recent tentative union contract was voted down by the membership and that the Personnel Committee reached an acceptable alternative agreement based on the original proposal. The terms have been presented to the union.

7. **New Business**

a. *Kalkaska Library Services Amendment Agreement*

Payne reported that the Kalkaska County Library would like to match the contract terms to their fiscal year, which also results in extending the contract by 4 months for an end term of December 31, 2017. It was **MOVED** by Kachadurian, with **SUPPORT** from Marek, to approve the Kalkaska Library Services Amendment Agreement as presented. Motion **CARRIED**.

b. *Policy 5.2 Disposal of Withdrawn Materials Revision*

Jones read the revised policy in full, which brings the policy up to current practice. It was **MOVED** by Jones, with **SUPPORT** by Beasley, to approve the policy as presented. Motion **CARRIED**.

c. *Policy 4.9 Use and Maintenance of Library Vehicles*

8. Jones reported that the Policy Committee recommended removing Policy 4.9 from the policy manual since TADL no longer has a vehicle. It was **MOVED** by Kachadurian, with **SUPPORT** from Jones, to remove policy 4.9 Use and Maintenance of Library Vehicles in its entirety from the TADL Policy Manual. Motion **CARRIED**.

a. *Appointment to Northland Cooperative Library Board*

President Gillman made a suggestion to appoint Parsons for the permanent seat available on the Northland Library Cooperative Board. Parsons explained that the positions are based on class size. TADL is the only class VI library in the Cooperative and therefore able to hold its own permanent seat on the board. Her appointment would not exclude TADL's member libraries from the position, since they are classified as Class I and Class II libraries and have their own rotating representation. There were no other appointments offered. It was **MOVED** by Beasley, with **SUPPORT** from Marek, to appoint Parsons as TADL's representative for the permanent seat on the Northland Library Cooperative Board. Motion **CARRIED**.

9. **Public Comment**

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

10. Adjournment

With a motion by Kachadurian and support from Beasley, President Gillman adjourned the meeting at 6:00pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on October 20, 2016,



J. Gillman, Board President

