



Board of Trustees Regular Meeting  
MINUTES (approved)  
Thursday, October 20, 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 5:02pm. Present were Gillman (President), Marek (Vice President), Kachadurian (Treasurer), Jones, Payne, and Moyer (Trustees). Beasley (Secretary) was absent. Also present were Zeits (Counsel), Parsons (Director), Olson and Carpenter (Staff).

**2. Approval of agenda**

Marek requested to amend the agenda to include as item 6.5 Selection of Acting Secretary to assign temporary board secretary responsibilities due to Secretary Beasley's absence. It was MOVED by Marek, SUPPORTED by Kachadurian, to approve the agenda as amended. Motion CARRIED.

**3. Approval of minutes**

It was MOVED by Marek, SUPPORTED by Jones, to approve the regular meeting minutes of September 15, 2016, as presented. Motion CARRIED.

**4. Public Comment**

President Gillman opened the floor for public comment. The following people addressed the board: Tom Mair, Traverse City resident and member of the TADL Friends of the Library announced that he is running for Grand Traverse County Commissioner District 2, opposing Christine Maxbauer.

**5. Reports and Communications**

a. *Director Report*

Parsons confirmed her written report and added the following:

- The 2017 budget process is well underway.
- Parsons attended the TADL's first official meeting as a member of the Northland Library Cooperative (NLC). Parsons is serving on the Plan of Service Committee which helps establish offerings and benefits to the members of the Co-op. The relationship established with NLC has been positive and Parsons is happy that TADL has made the move to NLC.
- Bloxsom Roofing and Siding Company began their analysis of the roofing problem. As expected, rot was found under the metal roof. They will write up a full report and recommendations when the analysis is complete. Unfortunately, the roof was installed incorrectly by another company which is no longer in business. Parsons is researching compensation avenues.

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 September reports, highlighting the following:

- Revenue – Revenues received are over budget by more than \$37,000. Tech Services support payment from Kalkaska County Library is expected before year's end. Overdue and replacements are trending down as expected and interest is unexpectedly up over 2015. The

Friends of TADL will be reimbursing costs for the Youth Services furnishings in the Read to Me Corner. The Talking Book Library received a donation of \$600.

- Expenses – Salaries and wages are within budget. Parsons expects health and hospitalization expense to be slightly over budget due to some changes with staff makeup, the renewed union contract agreement, and retirement fund contributions. The changes should be reflected next month. Expenses are in good shape, with 73.4% at the three quarter mark.

c. *Member Library Reports*

- Renee Kelchak, Director of Interlochen Public Library (IPL), reported that on Chemical Cares Day, 11 volunteer employees from Chemical Bank cleaned all of the children's books and DVD's. Craft programs have been well attended. Redeemer Lutheran Church is hosting a pancake breakfast for the library building fund. In conjunction with the national Dolly Parton Imagination Library program, IPL will host several storytimes over the next year for participating families in Grawn and Blair Townships. Through the program, children of these families from birth to age five will also receive one free book per month. Planning has started for the annual holiday party.
- Julie Kintner, Director of Fife Lake Public Library (FLPL), provided a written report to the board and noted that FLPL has started a reading therapy dog program. Pete, the therapy dog, provides listening opportunities at the library and also once a week at the local elementary school. Two patrons participated in the Born to Read ambassador workshop and Kintner highlighted upcoming programs including M.A.P.I.T., Lord of the Gourd, and a Veterans Luncheon.
- Parsons read a statement from Vicki Shurly, Director of Peninsula Community Library (PCL), announcing a decision by the PCL board of trustees to begin a building project for the library. The announcement included Shurly's request for community support of that decision, provided brief background information on property owned by PCL, addressed the uncertain status of Old Mission Peninsula School where PCL is located, and invited the public to share in the building project assuring the community that there will be always be a library for the residents.

d. *Committee Reports*

- Facilities and Services Committee – Payne reported that the committee had met and discussed a resolution for board approval regarding the consideration of a Blair township Branch Library, agenda item 7a later on the agenda.
- Finance Committee – Kachadurian reported that the committee had met and discussed adoption of the contract between TADL and the Teamsters, agenda item 7d, later on the agenda. The committee felt that following an adoption of the contract, which includes a change from the MERS Defined Benefit Plan to a Defined Contribution Plan, it would be in TADL's best interest to convene with MERS representatives and determine the projected unfunded liability figures moving forward and to put a payment position together for board approval at a later date.
- Personnel Committee – Kachadurian reported that the committee had not met.
- Policy Committee – Jones reported that the committee had met and discussed a revision of the bylaws to include the Pledge of Allegiance in section 3.7, Order of Business, which is item 7b later on the agenda.

e. *Other Reports and Communications*

- Friends' Report – Maryln Lawrence, Friends Board President  
Lawrence reported that the Friends netted about \$4,000 from the September book sale and plan to have another sale in the spring. Books and media donations have been streaming in and are piling up. The Friends continually sort these items and are working to streamline their system of handling the incoming volume. The Gift Shop is closing December 31, 2016. It

was a difficult decision however it has not been profitable. The Friends board has adopted a financial policy and updated its bylaws. Lawrence encouraged everyone to support the Friends of TADL on November 12<sup>th</sup> during Shop Your Community Day where Downtown Traverse City merchants are donating a portion of their sales with a select group of non-profit organizations.

**6. Presentation by Aaron Olson – McGuire Community Room A/V Upgrades**

Olson, Sight and Sound Department and Meeting Room Coordinator, demonstrated the capabilities of the A/V upgrades made in the McGuire Community Room. In place of the old VGA standard, the new upgrade allows wireless audio and video connection by a variety of modern i-devices, computers and the like, as well as meeting ADA compliance standards. Olson emphasized its ease of use and speed, its greatly improved functionality, and the wealth of opportunities this change opens up for community room use.

Marek commended Olson and his staff for the work on the McGuire Community Room upgrades and the Sight and Sound Department’s collection and knowledgeable patron service provided.

**6.5. Selection of Acting Secretary**

Kachadurian nominated Moyer to serve as acting Board Secretary in Beasley’s absence. No other nominations were made. It was MOVED by Kachadurian, SUPPORTED by Marek to appoint Moyer as acting secretary for the purposes of the meeting. Motion CARRIED.

**7. Old Business**

**a. Resolution Regarding Consideration of a Blair Township Branch Library**

Payne briefly introduced the resolution, noting that in order to appropriately handle the Schmuckal donation for library services in Blair Township discussed in prior meetings there needed to be a clear resolution from TADL as to the long-term intention and ability to provide a Blair Township Branch Library. It was MOVED by Payne, SUPPORTED by Kachadurian, to approve the resolution as presented in the board packet. Although there was no one present from the Blair Library Committee at the meeting, Gillman affirmed that a representative from that committee was present at several past meetings in which the ability to provide Blair Township Library services was discussed. Marek expressed difficulty in the pending decision as well as respect for Blair Library Committee’s dedicated time and effort, but also stressed that the board must make decisions based on the entire district as a whole. A roll call vote was taken with the following results:

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

Motion CARRIED.

**b. Policy Revision: 1.2 Amended Bylaws of the Traverse Area District Library**

It was MOVED by Jones, SUPPORTED by Marek, to modify the TADL bylaws to include recitation of the Pledge of Allegiance at the start of future board meetings. Motion CARRIED.

**c. Interlochen Public Library – Member Library Agreement**

President Gillman indicated that a member library agreement had been reached with Interlochen Public Library. The IPL board of trustees approved and signed the agreement which now rests with the TADL board for approval. Kachadurian noted that the agreement is in line with the other district library member agreements. It was MOVED by Kachadurian, SUPPORTED by Jones to approve the agreement with IPL as presented. A roll call vote was taken with the following results:

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

Motion CARRIED.

d. *Union Contract*

Kachadurian confirmed that the Teamsters Union membership accepted a tentative three year labor agreement through December 31, 2019. Kachadurian noted that the board felt positive about the terms and hoped that the membership felt they were treated fairly. Gillman gave credit to the membership in negotiating a workable agreement and the cooperation demonstrated. The change from a defined benefit retirement plan to a defined contribution plan was a big decision in which the real advantages of the change will not be realized for the next 10-15 years, but will make future liabilities more predictable and bring long-term stability. It was MOVED by Kachadurian, SUPPORTED by Marek, to enter into the renewed contract with the Teamsters Union as presented. Motion CARRIED.

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

Motion CARRIED.

8. **New Business**

a. *MERS Resolution*

Parsons introduced the resolution to adopt the MERS Defined Contribution Plan (DC) as a result of the renewed union contract. In response to board member questions, Parsons explained that by adopting the DC plan the Defined Benefit (DB) plan would be frozen at the time the DC plan took effect, that all enrolled employees are entitled to that full frozen benefit upon retirement, and that the switch to the DC plan would begin approximately November 1, 2016. Current employees would have two MERS retirement pools consisting of the DB and DC plans. New employees would accrue benefits via the DC plan. It was MOVED by Kachadurian, with SUPPORT from Marek, to enter into a resolution with MERS to adopt the Defined Contribution Plan as presented. A roll call vote was taken with the following results:

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

Motion CARRIED.

b. *Debt Service Invoice Payment*

Parsons made note that the last debt service invoice interest payment was made in the amount of \$12,700. The payment did not require board approval since it was under \$25,000, but she wanted to highlight the fact that the final debt service payment will be made in May of 2017 at which time the building will be paid off in full.

9. **Public Comment**

President Gillman opened the floor for public comment. The following people addressed the board: Renee Kelchak, IPL Director, thanked the TADL board for approving IPL's member library agreement

10. **Adjournment**

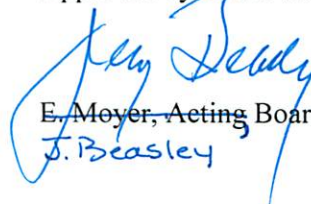
With a motion by Payne and support from Kachadurian, President Gillman adjourned the meeting at 6:01pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on November 17, 2016,



E. Moyer, Acting Board Secretary

