



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, November 17, 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), Beasley (Secretary), Kachadurian (Treasurer), Jones, Payne, and Moyer (Trustees). Also present were Zeits (Counsel), Parsons (Director), and Carpenter (Staff).

2. Pledge of Allegiance

All members in attendance stood and recited the Pledge of Allegiance to the Flag of the United States of America.

3. Approval of agenda

It was MOVED by Payne, SUPPORTED by Moyer, to approve the agenda as presented. Motion CARRIED.

4. Public Comment

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

5. Approval of minutes

It was MOVED by Marek, SUPPORTED by Jones, to approve the regular meeting minutes of October 20, 2016, as presented. Motion CARRIED.

6. Reports and Communications

a. *Director Report*

Parsons confirmed her written report and added the following:

- The 2017 budget is well underway and approaching the final details phase. It will be ready for the Finance Committee meeting on December 6th.
- The MERS benefit plan has now been changed from Defined Benefit to Defined Contribution and the new rates are reflected in the ADP payroll system. Parsons expects two more MERS contribution payments of \$22K for November and December 2016 for the unfunded pension liability, not counting payments attributable to the payroll. Payments for 2017 will be approximately \$100K in addition to the 8% for payroll.
- Parsons and staff are starting an active fundraising effort. A tentative date for February 17, 2017 is set for a rare and valuable books and collectibles auction. The books had been set aside throughout the years by previous Director Michael McGuire. The public, as well as some special interested parties, will be invited to the after-hours fundraising event.
- Parsons and the staff are looking at under-utilized spaces in the library and considering some reconfiguration options. The Public Computing Center in particular has seen a steady decline, but the Wi-Fi usage is up considerably as more patrons check out Chromebooks to use in the library and utilize their own devices in other areas of the library.
- The Woodmere building will be paid off in May 2017. There will be a library-wide celebration open to the public.
- Discussion continues between TADL and Interlochen Arts Academy regarding an Evergreen ILS service agreement in 2017.

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 October reports, highlighting the following:

- Revenue – Revenues received to date total 101% of the budget; property taxes are over by \$114K and penal fines are down from expectations. Fees and Services line item expectations have changed due to a change in the agreement with KCL, but are on track. A \$10K reimbursement was received from the Friends of TADL for furnishings in the Youth Services department and Parsons also noted that a \$1500 grant was just received from The Friendly Garden Club to be applied toward new shelving for the Local History Collection
- Expenses – Salaries are at 77.3% currently, with some raises and changes in MERS to be reflected next month. Books and materials are at 83%, but Parsons expects the balance to be used by year end as 2016 orders are still on-going. Communications expenses are down from last year in large part due to cost-saving and income-generating efforts lead by Morey, TADL's Technology Services Coordinator. Parsons expects one more bill from GT County by year end for property tax reimbursements.

c. *Member Library Reports*

- Vicki Shurly, Director of Peninsula Community Library (PCL), reported a busy October with 673 people attending 18 programs. The largest program was the Pumpkin Walk with approximately 230 attending. Shurly reviewed the current status between PCL and the Traverse Area Public Schools uncertain closure of Old Mission Peninsula School (OMPS). The PCL board, staff, and community are taking steps to build and occupy a new library on pre-owned property near their current location at OMPS, regardless of the decision that TCAPS makes for the future of the OMPS.
- Written reports from Julie Kintner, Director of Fife Lake Public Library (FLPL) and Renee Kelchak, Director of Interlochen Public Library (IPL) were included in the board packet.

d. *Committee Reports*

- Facilities and Services Committee – Payne reported that the committee had met and received an update on the roof issue at Woodmere. It appears a replacement may be needed. Bennett, TADL's Facilities Manager, is doing more research and will come back to the committee with a full report. Bennett also updated the committee on service work needed on a chiller unit. The cost is about \$31K and the committee is deciding on the best way and time to handle the repair.
- Finance Committee – Kachadurian reported that the committee had met and discussed the MERS unfunded liability. He emphasized that although TADL has not yet received solid figures from MERS, the liability is no longer growing. The committee also discussed the income generation from TADL's tech services agreement with KCL and the possibility of additional similar agreements. The committee recommended that a portion of the money yielded from extended tech services be budgeted back to the technology department for reinvestment in supporting these services.
- Personnel Committee – Kachadurian reported that the committee had met and discussed item agenda 7a, Wage Adjustment For Non-union Management Staff, later on the agenda.
- Policy Committee – President Gillman confirmed that the committee had not met.

e. *Other Reports and Communications*

- Friends' Report – Maryln Lawrence, Friends Board President
Lawrence reported that the gift shop will be closing on or before December 31st and all merchandise is now discounted to reduce inventory. The problematic location was one contributing factor of several in the eventual closure of the shop. The on-going book sale will

continue and transactions will be made at the Circulation desk. Circulation has already taken in \$4600 for the on-going Friends book sale so far this year. The Friends board is working on the 2017 budget. They have also modified their by-laws and established a financial policy.

7. Old Business

a. *Wage Adjustment for Non-union Management Staff*

Kachadurian noted that the Personnel Committee had an active discussion following Parsons' recommendations for non-union management salaries. It was determined and recommended by the committee that Parsons make salary adjustments within the budget for non-union management and that they should not be based on a formulaic adjustment but based on the realignment of positions and responsibilities.

The committee also recommended adjusting Parsons' salary to a flat figure rather than a formulaic adjustment. Unlike the non-union management staff adjustments, an increase in the Director salary requires board approval. It was MOVED by Kachadurian, SUPPORTED by Jones, to raise the Director salary to \$87K effective November 18, 2016. A roll call vote was taken with the following results:

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

Motion CARRIED.

8. New Business

a. *Christmas Eve Day Closure*

Parsons indicated the closure request was a result of the recent agreement with the Teamsters Union to recognize Christmas Eve day as a holiday and is an adjustment to the 1pm closure time approved at the annual meeting in January. It was MOVED by Kachadurian, SUPPORTED by Marek, to change the calendar to reflect a full day closure on Christmas Eve day. Motion CARRIED.

9. Public Comment

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

10. Adjournment

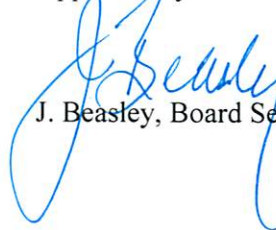
With a motion by Payne and support from Marek, President Gillman adjourned the meeting at 5:30pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on December 15, 2016,



J. Beasley, Board Secretary