



**Board of Trustees Regular Meeting**  
**MINUTES (approved)**  
Thursday, April 16, 2020 at 4:00pm  
**Virtual Meeting via Zoom**

**1. Call to Order**

The meeting was called to order by President Jones at 4:07pm. Present were: Jones (President), Odgers (Vice President), Mathewson (Secretary - departed at 4:45pm), Sullivan (Treasurer), Pakieser and Vickery (Trustees). Wescott was absent. Also present were: Zeits (Counsel), Howard (Director), Radjenovich (Business Manager), Morey (Zoom Moderator), and Carpenter (Staff).

President Jones acknowledged the recent passing of past board member George Galic. Galic was great supporter of libraries, not only in the area but throughout Michigan, and was a member of the Friends of Michigan Libraries. He will be greatly missed.

**2. Meeting Process Explanation**

Zeits (Counsel) provided a review of the resolution for approval which acknowledges events, since mid-March, leading up to the necessity of adoption of the rules describing the conduct of remote meetings. The resolution lays out rules for establishing meeting notice requirements, conduct of members, and attendance by members of the public. Remote attendance of the board members is considered attendance for purposes of a quorum and all items for vote require a roll call vote in the virtual meeting format. Closed session meetings not accessible by the public must be held in a separate virtual meeting while still adhering to the rules of the Open Meetings Act. TADL must ensure the remote platform is working and must determine who is in attendance for the purposes of conducting public comment. All persons present in the room of an attendee that are participating in the meeting must be acknowledged and any text, email, or other form of communications received from members of the public that are related to agenda items prior to or during the meeting shall be disclosed during public comment.

Zeits recognized Governor Whitmer's Executive Order 2020-48, issued after the public notice of the TADL board meeting and agenda, supersedes Executive Order 2020-15 allowing for entirely remote meeting by the board in order to hold a public meeting of a public body. Based on the new Executive Order Zeits amended the resolution to be effective immediately and shall remain in effect 'for so long as an Executive Order allowing for remote meetings is in effect'.

**3. Resolution Establishing Rules for Remote Meeting Attendance**

Vickery noted that, following the pandemic, the board might want to consider some form of remote attendance allowances under certain circumstances in the future. President Jones acknowledged the validity of the points raised in his comment and referred further discussion to the Policy Committee. It was MOVED by Odgers, SUPPORTED by Vickery, to support and approve the resolution establishing rules for remote meeting attendance as presented and amended by Zeits (Counsel).

Zeits suggested a public comment roll call prior to a vote on the resolution presented. President Jones then opened the floor for public comment. The following members of the public attended the virtual meeting but had no comment: Linda Smith, Julie Kintner, Vicki Shurly, Rudy Wright, Brian Carey, Doug Weaver, and Amy Barritt.

Approval of the resolution establishing rules for remote meeting attendance continued with a roll call vote of the trustees with the following results:

Pakieser – aye	Vickery – aye	Mathewson – aye
Sullivan – aye	Odgers – aye	Jones – aye

Wescott – absent

Motion CARRIED with 6 ayes and 1 absent.

**4. Pledge of Allegiance**

Because an America flag was not present and available to all members participating in the virtual meeting President Jones eliminated the Pledge of Allegiance from the April 16, 2020 agenda.

**5. Approval of Agenda**

It was MOVED by Vickery, SUPPORTED by Mathewson, to approve the agenda as presented. Odgers offered a second possible motion suggesting that in the interest of operating under essential business only, eliminating several items from the agenda including departmental and member library reports, the Friends of TADL report, and discussion of the Lewis Trust expenditure. Jones countered with the importance of the departmental reports providing essential information during the library closure period, and that member libraries need an opportunity to address issues they may have, and presumed, with confirmation from Howard, that there was a time sensitivity concern regarding the Lewis Trust expenditure. With Odgers' motion receiving no support, the original motion by Vickery, supported by Mathewson, was restated for approval and a roll call vote was taken with the following results:

Pakieser – aye	Vickery – aye	Mathewson – aye
Sullivan – aye	Odgers – nay	Jones – aye
Wescott – absent		

Motion CARRIED with 5 ayes, 1 nay, and 1 absent.

**6. Public Comment**

President Jones opened the floor for public comment. The following members of the public attended the virtual meeting but had no comment: Linda Smith, Julie Kintner, Vicki Shurly, Rudy Wright, Brian Carey, Doug Weaver, and Amy Barritt.

**7. Approval of Minutes**

*a. Regular Meeting of February 20, 2020*

It was MOVED by Sullivan, SUPPORTED by Odgers to approve the regular meeting minutes of February 20, 2020 as presented. A roll call vote was taken with the following results:

Pakieser – aye	Vickery – aye	Mathewson – aye
Sullivan – aye	Odgers – aye	Jones – aye
Wescott – absent		

Motion CARRIED with 6 ayes and 1 absent. Odgers then requested for future meeting minutes, that the words “stood and” be removed from the Pledge of Allegiance notes and instead read as “All members in attendance recited the Pledge of the United States of America”. President Jones confirmed the adjustment should be made in future minutes.

**8. Reports and Communications**

*a. Director Report*

Howard confirmed her written report and added the following:

- Howard noted that the circulation stats are low for the month of March when the library closure began and will be skewed in proportion to the COVID-19 closure dates in future reports. She noted that staff is working hard to stay relevant and meet the community needs when and where they are able to. She recognized some patrons are not happy with the closure, but staff is also not happy because they love being there to serve the public.
- Howard acknowledged a few errors of form (typos) in two policies, 3.7 Wi-Fi Hotspot Lending Policy and 4.10 Opioid Antagonist Administration Policy and Procedures, noting that they did not require a full board vote to make the changes. The policies will be updated and signed by Board Secretary Mathewson.

- Howard was excited to announce that she and Morey met with TCAPS and they will be moving forward with the long discussed plan of action to provide library cards and electronic resources to all TCAPS students.
- Howard has been participating in weekly meetings with the Northland Library Co-op and other library leaders in the state. Although TADL has received most of its funding for 2020, the state funding forecast for 2021 is not looking good following the COVID-19 pandemic and resulting economic downturn. Hard financial decisions will be coming for Michigan libraries and Howard has alerted TADL's leadership staff about this situation and has asked them to determine which services are essential services and to consider creative ways to confront the expected deficit head on. The public will need libraries more than ever when the country begins to open things back up.
- Howard has also been participating in the county JOC (Joint Operations Committee) and as offered assistance where feasible. One way TADL has been able to provide help locally is by printing plastic headband pieces on TADL's 3D printer in collaboration with Image 360, who provides the clear plastic face shield, for distribution to those in our community who cannot access them, such a food service workers serving to seniors.

President Jones noted appreciation for the inclusion of the monthly Administrative Reports in the board packet, highlighting a few key points of interest including how the staff has responded and provided basic and newly created services during the temporary closure. Howard answered additional questions from trustees about how some of the essential tasks were being done.

b. *Financial Reports*

Radjenovich provided detailed written review of the financial reports in the board packet along with the recent changes in human resources laws and regulations since the COVID-19 pandemic erupted and stay-at-home executive orders were mandated by Governor Whitmer. She noted that penal fines are expected to be about a third less than budgeted since aide from penal fines is based on traffic ticket fees, etc which are likely not growing during the stay-at-home order. She is also not expecting the balance of state aide; therefore it will be necessary to determine expense items that could be reduced such as materials and supplies; however some areas like grounds and building maintenance cannot be easily reduced due to the nature of the expense. Radjenovich emphasized that the good news is that most of the property tax revenues have already been received.

President Jones noted that if TADL's revenues take a hit that the percentage decrease extends to the member library agreement allocations as well. Howard confirmed that she and the member library Directors are in frequent contact and working together to get through the crisis.

Odgers inquired about the ability of the public to make monetary donations to TADL if they wished. Radjenovich said that checks could be mailed to the library and also referred to the 'donate' button on the TADL website.

c. *Member Library Reports*

- Julie Kintner, Director of Fife Lake Public Library (FLPL), thanked Howard and the TADL tech team for their support during the COVID-19 crisis. Although the library is closed, FLPL has been able to continue providing meals for local seniors.
- Vicki Shurly, Director of Peninsula Community Library (PCL) reported that she is the only one currently allowed in the library and has been stocking the Little Free Library outside of the building with books and will begin leaving a tub of puzzles outside for patrons to take home. Shurly was also thankful for all the tech support received from TADL. She is working on PCL's budget, with their fiscal year ending June 30 and is developing a re-opening

strategy. She recognized that their member allocation from TADL will likely be reduced, but believes the district is in this together.

A written report from Renee Kelchak, Director of Interlochen Public Library (IPL) was included in the board packet.

d. *Committee Reports*

President Jones noted that the newly combined Policy and Personnel Committee had not met.

- Finance and Facilities and Services Committee – Sullivan reported that the committee had met and discussed the Lewis Trust expenditure later on the agenda. Work on the TIF extension was postponed due to member absences.

e. *Other Reports and Communications*

- Friends' Report – Doug Weaver, TADL Friends Board President

Weaver reported that the Media Sale scheduled for March 13 and 14 was cancelled due to COVID-19 concerns and the library closure. The sale will be re-scheduled at a later date. The April board meeting as well as their annual meeting have been cancelled and will be conducted via Zoom meetings in May. There are now four new board members on the Friends of TADL board. Megan Heator will become the new Treasurer.

In response to an inquiry from Odgers regarding helping TADL with needs due to COVID-19, Weaver confirmed that though they have funds set aside for the Teen Services department, the Friends have other funds that they can apply to short-term needs of the library due to COVID-19.

9. **New Business**

a. *Affirmation of the Director Decision to Close Indefinitely*

President Jones explained the process, time, care, and consultation with library directors, civic leaders, and himself that went into Howard's decision to close the library indefinitely due to threat of exposure to the Coronavirus by the high volume of visitors to the library daily. It was **MOVED** by President Jones, **SUPPORTED** by Vickery, that the Traverse Area District Library Board of Trustees affirms Director Michele P. Howard's decision to close the library indefinitely in response to the Coronavirus pandemic.

Vickery strongly agreed with Howard's decision, as difficult as it was. He believes Howard handled the decision correctly and appreciated her quick response and due diligence in the matter. Odgers supported Howard's decision but was not clear on the best practices in this type of situation and would have liked to have had the opportunity to affirm the decision before it was made. She urged development of a more formalized emergency plan and to begin looking at a re-opening plan.

A roll call vote on the motion made by President Jones was taken with the following results:

Pakieser – aye	Vickery – aye	Mathewson – absent
Sullivan – aye	Odgers – nay	Wescott – absent
Jones – aye		

Motion **CARRIED** with 4 ayes, 1 nay, and 2 absent.

b. *Lewis Trust Expenditure Microfilm Reader*

Howard explained that years ago the Adult Services department was given \$20,000 from the Lewis Family and was able to use the interest gained from the donated funds. Adult Services would like to purchase a gently used microfilm reader Northwestern Michigan College with the funds.

It was moved by President Jones, SUPPORTED by Sullivan, to approve the expenditure of \$5000 of the \$9084 available funds from the Lewis Trust to purchase a used microfilm reader from Northwestern Michigan College. Odgers noted that she was for the purchase of the microfilm reader but not right now due to budget uncertainty going forward. Howard emphasized that the funds could only be used for purchases for the Adult Services Department and that the NMC library was slated to move to their new building in May. Due to the Coronavirus closure delay, NMC will now likely be on tighter timeframe to get the microfilm reader out of their library when the move begins. A roll call vote was taken with the following results:

Pakieser – aye	Vickery – aye	Mathewson – absent
Sullivan – aye	Odgers – nay	Wescott – absent
Jones – aye		

Motion CARRIED with 4 ayes, 1 nay, and 2 absent.

Odgers brought a suggestion to the membership on another resolution addressing Howard's closure decision, the governor's directives, the board's affirmation of the library closure, and procedures for re-opening. She believed that the language of the resolution could be drafted by the Policy Committee rather than during the current board meeting. President Jones, recognizing that there is now a vehicle to meet together at the committee level, asked Odgers to bring her request to the next Policy Committee meeting.

#### 10. Public Comment

President Jones opened the floor for public comment. The following members of the public attended the virtual meeting and addressed the board: Rudy Wright, Director of Indian River Public Library, noted that Howard has been a role model for him and other libraries in the area and offered his thanks to Howard. The following members of the public attended the virtual meeting but had no comment: Linda Smith, Julie Kintner, Vicki Shurly, Doug Weaver, Melissa McKenna, an unidentified Samsun phone caller, Brian Carey, and Amy Barritt.

Odgers thanked President Jones for thanking Howard, the TADL staff and everyone affiliated with the TADL system as she felt that his sentiments spoke for her and all members of the board. She sometimes brings up things that are uncomfortable because she absolutely believes in the library and appreciates everything that everyone is doing.

#### 11. Adjournment

With a motion by Odgers, supported by Jones, and a roll call vote with the following unanimous results:

Pakieser – aye	Vickery – aye	Mathewson – absent
Sullivan – aye	Odgers – aye	Wescott – absent
Jones – aye		

President Jones adjourned the meeting at 5:19pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on May 21, 2020,



S. Mathewson, Board Secretary