



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, May 21, 2020 at 4:00pm
Virtual Meeting via Zoom

1. Call to Order

The meeting was called to order by President Jones at 4:12pm. Present were: Jones (President), Odgers (Vice President, left at 5:32), Mathewson (Secretary), Sullivan (Treasurer), Westcott (Trustee, arrived at 4:37pm), and Vickery (Trustee). Pakieser (Trustee) was absent. Also present were: Zeits (Counsel), Howard (Director), Radjenovich (Business Manager), Barrett (Zoom Moderator), and Carpenter (Staff).

2. Pledge of Allegiance

Because an American flag was not present and available to all members participating in the virtual meeting President Jones eliminated the Pledge of Allegiance from the May 21, 2020 agenda.

3. Approval of Agenda

Howard requested an amendment to the agenda adding New Business, item 8c, Borrower Fine Limit Revision. It was **MOVED** by Odgers, **SUPPORTED** by Mathewson, to approve the agenda as presented including the additional agenda item 8c requested by Howard. A roll call vote was taken with the following results:

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

Motion **CARRIED** with 5 ayes and 2 absent.

4. Public Comment

President Jones opened the floor for public comment. There was none by attendees or submitted via email or chat.

5. Approval of Minutes

a. *Regular Meeting of April 16, 2020*

It was **MOVED** by Sullivan, **SUPPORTED** by Odgers, to approve the regular meeting minutes of April 16, 2020 as presented. A roll call vote was taken with the following results:

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

Motion **CARRIED** with 5 ayes and 2 absent.

6. Reports and Communications

a. *Director Report*

Howard confirmed her written report and added the following:

- Howard was sad to report so many ‘zero’ usage stats because of the library closure for the entire month of April.
- Howard was happy to report that although staff are apart they are still ‘working together’ to provide regular digital services and is impressed with the new services which are highlighted in the administrative reports to the board.
- The district library directors have regular on-going communications and are working together to present a cohesive re-opening strategy. They are all working on grants such as the federal government CARES Act among others.

- The biggest news of April was finalizing the Memorandum of Understanding between TADL and TCAPS. An email will be going out to around 9000 TCAPS student families who will be getting a virtual library card to use online services for now. They will get a physical card at a later date and will have full access to library materials after re-opening.

Odgers inquired about solar panels for the library. Howard noted that she finished a grant through EBSCO that would provide \$100K toward solar panels or a solar array. If TADL were a recipient, Howard explained that it would offset the cost of shingles on part of the roof and provide renewable energy to offset electric costs. She would also anticipate a possible collaboration with Northwestern Michigan College to provide solar education programs to patrons. Odgers noted her appreciation for Howard's vision in this respect.

In response to Odgers' inquiry regarding the increase in electronic materials usage, Howard confirmed that it is likely unique to the closure since patrons only have access to digital resources at this time, however, usage could remain slightly higher than average in the future as patrons have had to incorporate more digital behaviors into their lifestyle during the pandemic.

President Jones noted appreciation for the inclusion of the monthly Administrative Reports in the board packet, and recognized the retirement of a long time employee, Sue Fluette, whose retirement date was shortly after the pandemic closure took place. Howard noted that given the situation staff had sent Fluette congratulatory e-cards.

b. *Financial Reports*

Radjenovich provided a detailed written review of the financial reports in the board packet and highlighted the following:

- All of the expected property taxes for the year have been received.
- Half of the state aid has been received, but Radjenovich is unsure as to whether TADL will receive the second half.
- Contributions are up due to memorial donations in the name of former board member George Galic.
- Interest and Dividends revenue has been steady this year to date.
- TADL will be receiving a \$500 CARES Act grant for purchasing personal protection equipment (PPE). The branch libraries will each receive \$300.
- Staff will be cutting back on ordering print materials for the rest of the year to help offset the increase in digital usage and loss of some revenues during the pandemic library closure.
- The audit work was fairly smooth and the auditors will present the completed audit to the board in June.

c. *Member Library Reports*

- Julie Kintner, Director of Fife Lake Public Library (FLPL), offered a verbal report, however, due to technical difficulties with the audio Howard stepped in and reported that FLPL outreach is still providing meals to seniors in the area and that Kintner has been providing books for the local schools.
- Renee Kelchak, Director of Interlochen Public Library (IPL), reported that IPL held a virtual board meeting and she appreciated Howard provided commentary to the board about what other Michigan library directors are doing during the pandemic and summarized current executive orders from the governor and changing laws affecting libraries. IPL received 10% of the proceeds from the Friends of IPL plant sale. Green Lake Township may consider adding solar panels to the library. Kelchak reported that IPL received a good 2019 audit.
- Vicki Shurly, Director of Peninsula Community Library (PCL), has been the only staff member allowed in the library since the closure and is anxious to get staff and patrons back

into the building because without the people the library is just a warehouse of books. She provided a brief summary of PCL's re-opening plan. The Old Mission Associates will resume work on the children's garden soon. PCL received a grant from the Old Mission Women's Association for 2 ADA compliant picnic tables and an outdoor xylophone. PCL was offered a grant covering half the cost to install charging stations in the parking lot for electric vehicles. The Summer Reading Program will combine virtual programming with drive-up services.

d. *Committee Reports*

President Jones noted that neither the Policy and Personnel Committee nor the Finance and Facilities and Services Committee had not met.

e. *Other Reports and Communications*

- Friends' Report – Doug Weaver, TADL Friends Board President
Weaver reported that the Friends have a full board now. Four new members were voted in and two members have left. The board will focus on looking ahead at fundraising under 'new normal' social distancing conditions. Amy Shamroe met with a committee of women who are working on a book about the history of the library in Traverse City.

Odgers inquired about online booksales in light of the current inability to hold their traditional booksale. Weaver briefly discussed the options and challenges the Friends would encounter sustaining online booksales on a short-term or a long-term basis.

7. **Old Business**

a. *Remove Library Closure hours on July 11, 2020 due to National Cherry Festival Cancellation*

It was **MOVED** by Odgers, **SUPPORTED** by Vickery, that the partial day closure hours be removed from the calendar as they are no longer needed because of the 2020 National Cherry Festival cancellation. Howard noted that although the library re-opening date is unknown she hopes to be offering curbside service at that time. A roll call vote was taken with the following results:

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

Motion **CARRIED** with 6 ayes and 1 absent.

8. **New Business**

a. *4.11 Library Pandemic Response Policy*

President Jones introduced the pandemic response policy presented to the board. Discussion ensued. It was **MOVED** by Vickery, supported by Sullivan, to adopt 4.11 Library Pandemic Response Policy as is for procedural clarity and to recognize it as a placeholder with the intent to develop a broader emergency response management policy in the future. A roll call vote was taken with the following results:

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

Motion **CARRIED** with 6 ayes and 1 absent.

b. *Bibliotheca, LLC Invoice Payment Approval*

Howard noted that per policy the board must approve payment of all invoices over \$25,000 and explained that the Bibliotheca invoice is to pay for annual support and maintenance of the self-check computer terminals and the returns sorter. It was **MOVED** by Odgers, **SUPPORTED** by Vickery, to approve the payment of \$25,314.66 to Bibliotheca, LLC for annual support and maintenance as presented. A roll call vote was taken with the following results:

Vickery – aye	Mathewson – aye	Jones – aye
Sullivan – aye	Odgers – aye	Westcott – aye

Pakieser – absent

Motion CARRIED with 6 ayes and 1 absent.

c. *Borrower Fine Limit Revision*

Howard asked the board to approve an increase in the maximum fine amount, from \$5 to \$10, which a patron is allowed to have on their account before borrowing privileges are suspended. Howard would like to implement the change before curbside services begin in an attempt to reduce the need for staff and patrons to handle currency and optimize no-contact curbside services. It was MOVED by Odgers, SUPPORTED by Sullivan, to increase the maximum fine limit amount from \$5 to \$10 before a patron's borrowing privileges are suspended. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes and 1 absent.

9. **Public Comment**

President Jones opened the floor for public comment. There was none by attendees or submitted via email or chat.

There was a brief discussion between the trustees and counsel regarding mask requirements when the library reopens and Howard answered several inquiries from the trustees about possible timeframes for staff returning to work, quarantining book returns, and offering incrementally more services to the public.

10. **Adjournment**

With a multiple voice motion and with a roll call vote and the following results,

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

President Jones adjourned the meeting at 5:34.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on June 18, 2020



S. Mathewson, Board Secretary