



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, June 18, 2020 at 4:00pm
Virtual Meeting via Zoom

1. Call to Order

The meeting was called to order by President Jones at 4:05pm. Present were: Jones (President), Odgers (Vice President), Mathewson (Secretary), Sullivan (Treasurer), Pakieser and Vickery (Trustees). Wescott (Trustee) was absent. Also present were: Zeits (Counsel), Howard (Director), Radjenovich (Business Manager), Morey (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 June 18, 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:

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

Motion CARRIED with 6 ayes.

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 May 21, 2020*

Mathewson noted a misspelled name on pg 2, item 6c: Kechak is spelled Kelchack. It was MOVED by Odgers, SUPPORTED by Sullivan, to approve the regular meeting minutes of May 21, 2020 including the corrected spelling noted. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes.

6. Reports and Communications

a. *Director Report*

Howard confirmed her written report and added the following:

- All hands were on deck to coordinate and execute curbside service. Howard could not be more proud of the work staff has done to prepare and begin re-opening the library in phases. Patrons were overjoyed to receive their items curbside.
- Howard will walk through the re-opening plan with the Grand Traverse County Health Department to ensure that all health and safety requirements are covered.
- Howard plans to re-open to the public on Wednesday, June 24th with the following reduced hours: Mon-Thurs 10-7: Fr-Sat 10-5: closed Sundays, the slowest day of the week

and to allow the library about 40 hours undisturbed and quarantined. All staff members are cleaning throughout the day and the building will be disinfected with electrostatic spray Monday thru Friday nights.

President Jones noted appreciation for the inclusion of the monthly Administrative Reports in the board packet and inquired about two staff members would not be returning to work following the pandemic closure. Howard noted that one of them was retiring from the library and one was put on unpaid leave due to health reasons.

Odgers asked whether the dashboard statistics reflected streaming services which were used heavily during the pandemic closure. Morey, TADL's Technology Coordinator confirmed that the auto-generated dashboard only reflected physical items due to where the stats are pulled from and that electronic stats are listed elsewhere in the board packet. He felt that electronic stats could likely be added to the dashboard manually in the future.

b. *Financial Reports*

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

- Expenses – Personnel costs are down due to employees who had left just before the pandemic closure and were not immediately replaced. Professional and contractual figures are down due to a significant contract re-negotiation by Howard. Education and travel was up since three employees were going to school and were able to take advantage of the downtime during the pandemic closure to focus academically.
- Revenues – TADL received the first ½ of State Aid, of which half of that contractually goes to the Northland Library Cooperative. The Talking Book Library has also received half of their state Aid. TADL also received a contractual payment from Interlochen Arts Academy. Penal fine revenues will not be known until sometime in July. Radjenovich hopes that as patrons return to the building that they will resume purchasing TADL swag items.

Vickery inquired as to whether there was any indication of what might occur in the state as far as library funding and if there was anything the board could do at this point. Howard feels that TADL will not likely see the second half of the state aid payments and that it may depend in part whether the federal government helps bail out the states. Howard reviewed the impact of the 2008 recession, noting that the library did not feel the impact until about 3 years later, but is optimistic that with upcoming downtown projects it will add to the income base for the city and lessen the pandemic's financial impact for the library. She has also written letters to Michigan's federal and state representatives emphasizing the importance of libraries and encouraging their support. Radjenovich and Howard continue to monitor the budget while also recognizing that there are extra costs in re-opening after a pandemic closure such as the recommended HVAC system flush to PPEs, etc., and are making spending adjustments where possible.

c. *Member Library Reports*

- Julie Kintner, Director of Fife Lake Public Library (FLPL), noted the death of key long-time employee Sara Boven, who will be deeply missed. The family named FLPL as a recipient of memorial donations.
- Renee Kelchak, Director of Interlochen Public Library (IPL), announced that she will be retiring on December 31st. Kelchak is grateful to have been part of IPL for many years, for all that she has learned, and the many friendships that she's made. President Jones thanked her for her contributions to the library community over the years.

Neither a written or verbal report was provided from Vicki Shurly, Director of Peninsula Community Library (PCL).

d. *Committee Reports*

- Finance and Facilities and Services Committee – Sullivan reported that the committee had met with the auditors to review the 2019 audit and were happy with the clean rating that was given to the library. A request was also made to proceed with getting more information on renovating the bathrooms to make them more handicapped accessible.
- Policy and Personnel Committee – Mathewson reported that the committee had met and discussed a possible remote meeting policy. Howard will be inquiring with Counsel and researching similar policies from other libraries for consideration. The committee also reviewed the COVID-19 Exposure Preparedness and Response Plan and felt it was well written and clear. The behavior policy was revised to include that patrons must wear a mask or other PPE as directed by an Executive Order and the committee recommends approval of the revised policy. Howard is investigating a sick patron policy that may come back to the committee at a later date.

e. *Other Reports and Communications*

- Friends' Report – Doug Weaver, TADL Friends Board President
Weaver reported that the new expanded board met and established committee memberships. The next big topic will be fundraising, in particular how to handle book sales in the wake of the pandemic closure.
- Marketing and Communications Manager Introduction, Heather Brady
Howard introduced TADL's new Marketing and Communications Manager, Heather Brady. Brady expressed her excitement to be a part of the TADL team. She has some library work experience, is an avid library lover and user, and has recently looked into pursuing a Library Science program of study. On her first day the governor announced that libraries would be opening to the public which led to a flurry of related communications tasks surrounding an unprecedented re-opening plan. Brady gave a few brief examples of ideas she would like to implement after getting more familiar with TADL's current operational style.

7. **New Business**

a. *2019 Audit Report – Jake Schierbeek, CPA (Dennis Gartland and Niergarth)*

TADL received a clean audit. Schierbeek provided a general review of the audit and financial statements and answered related questions from the trustees. He also noted that he had no difficulty performing the audit and appreciated that he received information quickly and efficiently in this unconventional time. It was recommended in the audit related communications letter to strengthen internal controls of journal entries. Howard noted that a solution has already taken place. It was **MOVED** by Mathewson, **SUPPORTED** by Sullivan, to accept the 2019 audit completed by Dennis Gartland and Niergarth as presented. A roll call vote was taken with the following results:

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

Motion **CARRIED** with 6 ayes.

b. *Exposure Prevention, Preparedness and Response Plan*

The Exposure Prevention, Preparedness and Response Plan included was for informational purposes. Howard noted that all staff were given a copy of the plan and are required to certify that they have been given a plan, had an opportunity to ask questions, and understand the information and directives of the plan. Per law, the plan is accessible on the TADL website and copies will be available at several service desks. Any updates to the plan will be distributed in the same manner to all staff and changes will be made to the public copies.

c. *4.1 Behavior Policy Revision*

Following the governor's request that all citizens wear face coverings in public buildings, Howard recommended that the library's behavior policy be revised accordingly. In addition, the

revision would also provide staff in the position to enforce a face covering rule a tool to back them up if necessary. Discussion ensued. Howard emphasized that for those who refuse or cannot wear a mask, reasonable service alternatives would be provided. It was MOVED by Mathewson, SUPPORTED by Sullivan, to approve a revision to policy 4.1 as presented, which would require patrons to wear required Personal Protective Equipment such as masks, as required by federal or state law rule, regulation, or order or Grand Traverse County Health Department Emergency Order or directive. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes.

8. **Public Comment**

President Jones opened the floor for public comment. There was none by attendees Myers and Kingsley Branch Library, or submitted via email or chat.

President Jones suggested adding a Trustee Comment section for comments not specifically related to agenda items. After brief discussion, the trustees agreed to add a trustee comment section following public comment and before adjournment.

Odgers, expressing her condolences, noted that Sara Boven of Fife Lake added a level of professionalism to the Fife Lake Public Library that will be deeply missed.

9. **Adjournment**

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

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

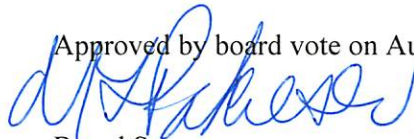
Motion CARRIED with 6 ayes.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on August 20, 2020



Board Secretary