



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, August 20, 2020 at 4:00pm
Virtual Meeting via Zoom

1. Call to Order

The meeting was called to order by President Jones at 4:10pm. Present were: Jones (President), Odgers (Vice President), Sullivan (Treasurer), Vickery, Pakieser, and Wescott (Trustees). Also present were: Zeits (Counsel), Howard (Director), Radjenovich (Business Manager), Olson (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 August 20, 2020 agenda.

3. Approval of Agenda

It was MOVED by Sullivan, SUPPORTED by Odgers, to approve the agenda as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes.

4. Public Comment

President Jones opened the floor for public comment. There was none by attendees Bennett, Brady, Carrier, and McKenna, or submitted via email or chat.

5. Trustee Resignation | Resolution of Appreciation – Trustee, Stephanie Mathewson

President Jones announced that Trustee and Secretary Stephanie Mathewson had resigned from the TADL Board of Trustees to pursue a family opportunity in the UK. Vickery stated that Mathewson was a delight to work with, appreciated her clarity and honesty, and appreciated the brief opportunity to work with her on the board. Jones echoed Vickery’s sentiments and added special thanks for her service during the new director search. He read aloud a Resolution of Appreciation for Mathewson. It was MOVED by Vickery, SUPPORTED by Wescott and Sullivan, to accept and approve the resolution of appreciation as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes.

a. Selection of Secretary Successor

Vice President Odgers noted that she had contacted all eligible trustees regarding the open Secretary position on the board following Mathewson’s resignation. With Pakieser’s acceptance of the nomination it was MOVED by Odgers, SUPPORTED by Jones, to nominate and approve Pakieser as the TADL Board of Trustees Secretary moving forward. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes.

b. Re-assignment of Policy and Personnel Committee Chair

President Jones asked Vickery, member of the Policy of the Policy and Personnel Committee, to take the position of Committee Chair in place of Mathewson. Vickery accepted.

6. Approval of Minutes

a. *Regular Meeting of June 18, 2020*

It was MOVED by Vickery, SUPPORTED by Sullivan, to approve the regular meeting minutes of June 18, 2020 as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes.

7. Reports and Communications

a. *Director Report*

Howard confirmed her written report and added the following:

- Overall, there have been about half the typical number of patrons visiting the library since reopening.
- Staff is diligently keeping up on cleaning of high touch areas during working hours. Howard and Bennet, TADL's Facilities Manager, are looking into an ionization unit for the HVAC system. Howard is applying for a grant that could cover up to half the cost of the upgrade.
- New books are in demand and orders are continually being placed.
- TADL was awarded a \$2000 Google grant that can be used to help patrons find jobs. Michigan Works! matched that grant and there are plans to set up an interview room with needed computer equipment among other resources to aid in job searching.
- Howard is very proud of the staff for all the innovative programming throughout the pandemic. The Build-a-Castle program which was conducted outside in a socially distanced manner and layout on the front lawn was an extremely successful youth program. The large boxes used to build the castles were donated from Max's Service.

Trustees inquired about various library service plans as schools are reopening. Howard noted that TADL is in a holding pattern right now, watching for changes, and is looking at the possibility of expanding to seven (7) days per week if the community need is there. Teachers have been sent a survey to see how the library can help them under the various back-to-school plans. TADL staff has developed a new Student Success portal for students, parents, and teachers with an array of resources to help students succeed which will be accessible on the TADL website.

President Jones noted that Administrative Reports were included in the board packet. There were no additions to those reports.

b. *Financial Reports*

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

- Expenses – At 58.3% of the way through the year, expenses are in line at 55.4%. Three (3) staff members are using the educational benefit which was already allocated in the 2020 budget, however travel expenses have gone down since the pandemic as many training opportunities have been cancelled or been modified to an online format. Radjenovich has set up a system to track COVID-19 related expenses. So far those costs are at approximately \$14,000 for PPE (Personal Protection Equipment) requirements. Utility costs may rise due to CDC guidelines to increase the outside airflow into the building. Workman's Comp claims this year are expected to impact costs in the coming year. Pakieser suggested including a 'cost of care' line in future expense reports. Radjenovich will accommodate that in the next expense report.

- Revenues – Revenues are looking better than expected a few months ago amidst the pandemic. TADL and the Talking Book Library have each received the bulk of their State Aid. This is important because part of TADL’s aid goes to the Northland Library Cooperative and part toward the member libraries yearly budget. TBL also received the 2nd half of a grant from Antrim County. Penal fines received are down about 11% of what was budgeted.

c. *Member Library Reports*

- Vicki Shurly, Director of Peninsula Community Library (PCL), reported that circulation statistics, like other libraries, have been low with about half of the PCL patrons choosing curbside, however internet usage has seen an uptick, both inside of and outside of the library. Hands-on craft kits have been very popular with kids as they seemed to be getting a bit ‘virtual programmed out’. Shurly anticipates offering some adult craft kits for the Fall as well. Twenty-five (25) completed the Summer Reading Program, with others partaking on a lesser level. The Children’s Garden is almost complete with many special features including an ADA compliant picnic bench, a xylophone, a fairy garden, butterfly garden, and a Little Free Library just for children. Like TADL, PCL has also been a recipient of CARES Act grant money.
- Renee Kelchak, Director of Interlochen Public Library (IPL), noted that IPL also received money from the CARES Act grant which will be used to improve community access to Wi-Fi, which will be important for virtual school needs since many families in the area do not have internet. A memorial park bench has been added in the library’s rain garden. The IPL Friends recently sold 360 potted mums, breaking their goal for sales and they will be starting online book sales.

A written report was provided from Julie Kintner, Director of Fife Lake Public Library (FLPL), and included in the board packet.

d. *Committee Reports*

- Finance and Facilities and Services Committee – Sullivan reported that the committee had met and discussed issues later on the agenda. They also received an update on work being done in the Children’s Garden and noted temperatures are not cold enough yet to test the work that was done on the roof last year.
- Policy and Personnel Committee – Vickery reported that the committee had met and discussed the revision to the behavior policy later on the agenda and reviewed several topics that need continued discussion including the idea brought forth at a previous meeting to allow for continued remote access for board meetings following the pandemic situation’s demand for virtual meetings. Vickery noted that although this idea is still under discussion, a general remote access policy may not be worth the extensive pursuit that may be required to develop and apply it.

e. *Other Reports and Communications*

- Friends’ Report – Doug Weaver, TADL Friends Board President Howard reported in Weaver’s absence that the Friends of TADL are looking at alternatives for the Fall booksale. Donations are abundant and they have considered many ideas ranging from mystery bags full of books to donating some to Senior Living Centers.

8. **Old Business**

a. *Policy Revision – 4.1 Behavior Policy*

President Jones noted that the word ‘masks’ on item 19 was replaced with the words ‘face coverings and/or maintaining six (6) feet social distancing’. As noted in the Policy Committee meeting this was an important distinction to make. It was MOVED by Vickery, SUPPORTED by Wescott, to approve the revision of 4.1 Behavior Policy as presented. A discussion ensued on the

difference between and/or usage of the terms social distancing and physical distancing. Zeits' (Counsel's) opinion was that either could be used but that social distancing is now ubiquitous terminology and is used by the Health Department and many other businesses and agencies. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes.

9. New Business

a. *Approval of L-4029 Tax Rate Request*

President Jones introduced the 2020 tax rate request form L-4029 request for .9292mils after the Headlee Rollback. This is an annual request sent to all townships in the TADL taxing district and TADL expects to see an increase in collections over 2019. It was MOVED by Vickery, SUPPORTED by Pakieser, to approve the 2020 tax rate request as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes.

b. *Resolution to Pay MERS \$110,000 from Internal Service Fund and Revision of the Budget*

It was MOVED by Sullivan, SUPPORTED by Pakieser, to approve the resolution to pay MERS \$110,000 from the Internal Service Fund and to increase the Unfunded Liability Account by the same amount. Discussion ensued on the definition of an unfunded pension liability and what the trajectory is for TADL's MERS pension funding fulfillment. Howard noted that TADL is in good standing, 85% funded at this time and that, although it can improve, the unfunded liability will not be 100% funded until all members or their beneficiaries receiving defined benefit pension payments are no longer eligible. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes.

10. Public Comment

President Jones opened the floor for public comment. There was none by attendees Brady, Carrier, and McKenna, or submitted via email or chat.

11. Trustee Comment

Vickery expressed appreciation and support of the library Summer Reading Club, giving kudos to the staff for an exceptional program which kept his grandkids mightily entertained with dragons, knights and falderal (shenanigans!).

12. Adjournment

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

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

Motion CARRIED with 6 ayes.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on September 17, 2020



M. Pakieser, Board Secretary