



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, September 17, 2020 at 4:00pm
Virtual Meeting via Zoom

1. Call to Order

The meeting was called to order by President Jones at 4:03pm. By voice roll call, present were: Jones (President), Odgers (Vice President), Sullivan (Treasurer), Pakieser (Secretary), Wescott, Trustee (arrived at 4:14pm), and Vickery, Trustee (left at 5:33pm). 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 September 17, 2020 agenda.

3. Approval of Agenda

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

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

Motion CARRIED with 5 ayes.

4. Public Comment

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

5. Approval of Minutes

a. *Regular Meeting of August 20, 2020*

It was MOVED by Sullivan, SUPPORTED by Odgers, to approve the regular meeting minutes of August 20, 2020 as presented. President Jones noted a missing word ‘no’ in the last line of the commentary under New Business item b between the words ‘are’ and ‘longer’. Sullivan, supported by Odgers, amended her motion to add the word ‘no’ as indicated. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

6. Reports and Communications

a. *Director Report*

Howard confirmed her written report and added the following:

- Howard did a quick operational status survey of Michigan’s large, Class 6 libraries. Of the 41 Class 6 libraries, TADL is one (1) of seven (7) that are open for *in building* service. Most are operating curbside only. TADL also has the longest hours of operation of the libraries surveyed. Howard is proud of the staff for their hard work and dedication, and leading the pack keeping the library open safely during the pandemic.
- Howard noted that although an October in-person board meeting was possible for a brief time under Executive Order 202-176, a new Executive Order was just released rescinding that ability, again limiting public meetings to groups of 10 or less, thereby determining virtual board meetings as the likely format for the foreseeable future.

- A Civics Happy Hour special event will take place on the front lawn of the library, September 22nd. This is a partnership with the League of Women Voters and the regional Census Bureau where community members can register to vote, fill out the Census form, and get a library card during Library Card Sign-up month.
- Andy Schuck, Youth Services Coordinator, in collaboration with Newton's Road, applied for and received an LSTA Accessing Information grant for over \$14,000. This grant will be used toward community outreach by packaging and distributing STEM kits for regional libraries modeled after those designed and created by TADL.
- To keep up employee moral during this difficult time, and with Counsel's affirmation on the ability to use some of the budget for staff morale, Howard plans to use a portion of the awards and recognitions budget toward the well-being of all TADL staff.

President Jones noted that Administrative Reports were included in the board packet. He inquired further about the trauma informed librarianship approach mentioned in McKenna's report. McKenna explained that the book shared with her staff was directed at librarians. She gave an overview of the basic concept and agreed to share any pertinent information from the book with the board.

Odgers inquired whether TADL had experienced any controversial hate literature showing up in the local Little Free Libraries as the Manistee community has. Howard indicated that there was one incident sometime last year with hate material on the building.

b. *Financial Reports*

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

- Expenses – Departments are doing well at keeping costs down and the library will likely be able to stay within the budget despite the slight decrease in revenue this year.
- Revenues – The remaining penal fines from Benzie County have been received. TADL also received a \$2000 technology grant that will be used for laptops and hotspots for checkout. Heather Brady, Marketing and Communications Manager, set up an online store to purchase library promotional items. Cloth masks have been the most popular. Overdue fines have been reinstated and are bringing in a small amount of revenue. Rents and royalties decreased because pre-paid room rental fees, for pre-scheduled event dates during the closure of the meeting spaces, were refunded.

The board appreciated the new separation of COVID related costs on the financial reports.

c. *Member Library Reports*

- Renee Kelchak, Director of Interlochen Public Library (IPL), noted that circulation figures have been down but she feels that the reduced programming cuts down on patrons coming into the library. The patron count is half of what it was pre-pandemic, but craft kits have been extremely popular. IPL will be offering STEM kits, Launch pads that don't require internet usage, and 2 Wi-Fi hotspots. Kelchak thanked the IPL Friends for their hard work, fundraising, and support of the library.

Written reports were provided from Julie Kintner, Director of Fife Lake Public Library (FLPL), and Vicki Shurly, Director of Peninsula Community Library (PCL) and included in the board packet.

d. *Committee Reports*

- Finance and Facilities and Services Committee – Sullivan reported that the committee had met and heard a presentation by MERS representative Tony Radjenovich, who is speaking

later on the agenda. She also noted that member library agreements must be negotiated before December 2021.

- Policy and Personnel Committee – Vickery reported that the committee had met and discussed 2 policy items later on the agenda; item 9a for discussion and item 9b for approval. On the personnel side, the committee recognized the extra challenges that the staff are handling, the pressure and impact of the last several months on the staff, and recognized that the cumulative effect of these extraordinary circumstances and the fatigue are real and unusual. Vickery noted that the board recognizes and emphasized the importance and need for staff to be able to balance their home and work life during this time. Director Howard’s annual review is in process. All trustees have been asked to submit feedback to the committee and the Director review will be brought to the October or November board meeting for presentation.

e. *Other Reports and Communications*

- Friends’ Report – Doug Weaver, TADL Friends Board President
Weaver reported that the Friends will hold a curbside bagged book sale in December instead of the traditional September sale in the library’s community room. The sale will be marketed for the holidays. The Friends of TADL are celebrating 23 years and will host an October 23 mile walk-a-thon where participants can walk the miles within the month and receive a TADL swag item for completion. A read-a-thon is planned for the winter and book discussion groups should start in January.

7. **Presentation: Tony Radjenovich, Municipal Employees’ Retirement System of Michigan**
MERS regional manager, Tony Radjenovich, provided a brief historical overview of the MERS plans available to eligible TADL employees, the current status of the plans, and how the benefits are calculated. When MERS of Michigan was adopted employees entered into a defined benefit plan, which is a lifetime benefit. In November of 2016 the defined benefit plan was frozen at the value as of that date and the employees at that time and all eligible future employees entered into a defined contribution plan moving forward. Currently there are 34 TADL employees collecting a defined benefit payment with an average of \$12,000 per year and the plan is 84% funded. Radjenovich noted that if the library made its minimum required payments the plan is projected to be fully funded in 2040. In response to a question from Odgers regarding a goal to be 100% funded, he noted that depending on the board’s goals it may or may not be advisable to focus solely on obtaining 100% funding of the pension liability since there are many variables to consider .

8. **Old Business**

a. *Memo – Budget Approvals*

It was MOVED by Sullivan, SUPPORTED by Pakieser, to approve payment to Spence Brothers in the amount of \$208,916.76, leaving a balance of \$32,899.00 in the contract as presented in Howard’s memo to the board. 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. *Memo – Budget Approvals*

It was MOVED by Sullivan, SUPPORTED by Wescott, to approve up to \$14,000 from the Public Improvement Fund for upgrades to the McGuire Community Room microphone system as presented in Howard’s memo to the board. 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. *Remote Participation at Meeting by TADL Board Members*

Vickery, Policy Committee Chair, noted that a remote participation policy has been an on-going discussion at the policy committee level and opened up the conversation to the full board for input and direction as to whether to continue the discussion or to let it go at this time. Discussion ensued with an emphasis that the policy is about how to facilitate a trustee participating remotely, who is absent from the face to face meeting, and not about meetings becoming remote or electronically mediated. Vickery noted TADL has the technical capability to handle trending remote participation at meetings; however, it is important to create a policy that protects the principles of the Open Meetings Act. Zeits' (Counsel) opinion was that the general public's perception of remote meetings is different now than it was pre-COVID and noted that she had included within the policy draft that remote participants count toward a meeting quorum. The draft policy language would also protect decisions made by the board when there is remote participation should a decision be challenged. More discussion took place regarding format, parameters, and technical challenges, with Pakieser noting that her experience with remote participation at other institutions has been positive and successful. Unanimously agreed that there is an upward trend toward conducting business remotely, Vickery concluded that the committee will continue to delve into and pursue refining the policy draft with the intention to bring back to the board at a future date.

b. *New Policy Approval – 4.12 Art Exhibition*

Vickery gave a brief introduction of the new art exhibition policy governing a piece of creative material hosted at the library as part of a program or on loan in the gallery spaces located on library property. Zeits indicated that the policy is a collection of guidelines protecting liability issues and library usage rights. It also describes the artist responsibilities. It was MOVED by Vickery, SUPPORTED by Pakieser, to support and adopt the new art exhibition policy as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

10. **Public Comment**

President Jones opened the floor for public comment. Carrier inquired whether artists could put price tags on works of art displayed at the library. It was confirmed that they could, but a sales transaction was not allowed on library property.

11. **Trustee Comment**

Pakieser added that the current board of trustees has always conducted meetings face to face, but should consider that the younger digital generation views connection differently and that by developing a policy for remote participation today would also be developing a policy that considers future board members.

12. **Adjournment**

With a motion to adjourn by Sullivan, supported by Pakieser, a roll call vote with the following results:

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

Motion CARRIED with 5 ayes. President Jones adjourned the meeting at 5:36pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on October 15, 2020



M. Pakieser, Board Secretary