



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, November 19, 2020 at 4:00pm
Virtual Meeting via Zoom

1. Call to Order

The meeting was called to order by President Jones at 4:00pm. By voice roll call, present were: Jones (President) attended from home in Fife Lake Township; Odgers (Vice President) attended from home in Traverse City; Sullivan (Treasurer) attended from home in Peninsula Township; Pakieser (Secretary) attended from home in Traverse City (left at 5:57pm); Wescott attended from home in Long Lake Township and Vickery attended from home in Traverse City (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 November 19, 2020 agenda.

3. Approval of Agenda

It was MOVED by Odgers, SUPPORTED by Sullivan, to approve the agenda as presented. Howard noted that agenda item 10a, Behavior Policy Appeal Hearing, was to be postponed until the December meeting. Odgers, with support from Sullivan, then amended her motion to remove and table item 10a as noted by Howard. 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 a view only participant or by attendees McKenna, Brady, and Weaver, or submitted via email or chat.

Odgers commented that following the in-person October board meeting which she attended remotely as a listener only she had encountered concern from other community members with disabilities that she was unable to vote remotely. She was informed of an amendment to the Open Meetings Act SB1108 that would have allowed her to be marked as attending and to be a voting member at that meeting. President Jones noted that he would assign her concern to the Policy Committee to review for any needed changes in meeting procedure.

5. Public Hearing on the 2021 Budget

a. Introduction of the 2021 Budget – President Jones

President Jones thanked Howard and Radjenovich for their work and presentation of the budget preview at the committee level noting that the discussion on the direction of the library was beneficial for everyone. He then turned the floor over to Howard to present the proposed 2021 budget.

b. Budget Overview and Details –Director & Business Manager

Howard thanked Radjenovich, Business Manager, and all the department heads for the discussions and work put into developing the 2021 budget. She discussed the budget narrative and budget detail provided in the board packet at length, highlighting critical or contributing factors that shaped the proposed budget and individual line items. Howard answered questions from the board which were somewhat hypothetical in nature considering that 2021 will begin with uncertainty in the midst of the pandemic surge. She noted that the most vulnerable part of the budget is in property taxes, the biggest portion of the budget, however she has been watching the district property values and they seem to be stable, if not rising right now, and construction has not really slowed down. As for 2020, if all continues as anticipated through year-end, TADL should have approximately \$392K remaining which will be re-distributed according to policy.

It was MOVED by Westcott, SUPPORTED by Pakieser, to open the public hearing for public input on the proposed 2021 Budget. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes, with 1 temporarily absent due to remote technical difficulties. President Jones then opened the public hearing on the 2021 Budget at 4:42pm.

c. *Public Comment*

There was none by a view only participant or by attendees McKenna, Brady, and Weaver, or submitted via email or chat.

It was then MOVED by Westcott, SUPPORTED by Odgers, to close the public hearing for public input on the proposed 2021 Budget. 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. President Jones closed the public hearing on the 2021 Budget at 4:49pm.

6. **Decision and Action to Adopt the 2021 Budget**

a. *2021 Budget Resolution*

It was MOVED by Sullivan, SUPPORTED simultaneously by multiple trustees, to adopt the 2021 Budget Resolution as presented. Sullivan read aloud a portion of the resolution indicating that the budget available for appropriation through varied revenue sources in 2021 is estimated to be \$5,641,380 and shall be divided between personnel services, supplies, other services and charges, and capital outlays matching the \$5,641,380 estimated revenue. 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. President Jones confirmed the 2021 Budget.

7. **Approval of Minutes**

a. *Regular Meeting of October 15, 2020*

It was MOVED by Sullivan, SUPPORTED by Pakieser, to approve the regular meeting minutes of October 15, 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.

b. *Special Meeting of November 10, 2020*

It was MOVED by Pakieser, SUPPORTED by Odgers, to approve the regular meeting minutes of October 15, 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.

8. Reports and Communications

a. Director Report

Howard confirmed her written report and added the following:

- Digital e-resource usage continues to be higher than last year and although book circulations are lower they are slowly increasing toward more normal. Visitor counts had been averaged 821 per day while open, however patrons continue to use curbside services during this second closure.
- Howard is excited to have an outreach social worker from Traverse City Health Clinic available in the building for staff and patrons in the near future. She is also proud that TADL, through a joint effort with BATA, is now offering 3 two-week bus passes per month to circulate to patrons who may be in need or would simply like to try BATA.
- GT County has not yet selected a new appointment for the open seat on the TADL board. Pakieser's term is also up for re-appointment.
- Howard is working with Northwestern Michigan College on furthering Equity Diversity and Inclusion (EDI) efforts. TADL will continue with a diversity audit of the collection. NMC and TADL also would like to offer form of community education and/or EDI events.
- The library continues to have some issues with mask refusal. One patron was aggressive and threatening toward staff and was suspended for 6 months per library policy.

President Jones noted that Administrative Reports were included in the board packet.

b. Financial Reports

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

- Expenses – No significant expenses of note. The year-end spending cut-off for materials and large purchases is next week.
- Revenues – TADL has received all revenues for the year except for a \$10K grant to help with the ionization unit and PPE, and any unknown year-end donations. Radjenovich thanked the Friends of TADL for funding Ancestry.com and the cost for TADL's monthly newsletter.

c. Member Library Reports

- Renee Kelchak, Director of Interlochen Public Library (IPL), noted her upcoming retirement and that this meeting was her last TADL board meeting she would attend. She announced Jennifer Thomet as the new Director of IPL beginning January 1, 2021. Thomet has worked for IPL for 5 years and will complete her MLIS in May 2021. Kelchak also noted that curbside service is in more demand than it was in the Spring. The IPL Board of Trustees has approved the 2021 Budget. Kelchak thanked the board for the financial support IPL receives from the TADL millage funding and thanked everyone for the support and friendship over the years. President Jones offered best wishes to Kelchak in her retirement.
- Vicki Shurly, Director of Peninsula Community Library (PCL) noted that curbside services have been nonstop and in higher demand than it was in the Spring. The day preceding the closure to curbside was extremely busy with homeschool families getting materials. Craft bags have been a hot item, doubling the numbers from Spring. Notary services are

suspended but the 2 Little Free Libraries outside the library are open and virtual programming presented by locals in the community has been well received. Despite the temporary closure to curbside services only; she has received many emails and phone calls thanking her for keeping the community safe at this time. The new PCL board consists of 3 continuing members: John Bercini, Lori Brickman, and Nikki Sobkowski, and 3 new members: Nancy Davy, Brit Eaton, and Todd Wilson. Shurly thanked the TADL board for all the financial, technology, resource, and personal support received from TADL and the TADL board.

No written or verbal report was provided this month from Julie Kintner, Director of Fife Lake Public Library (FLPL).

d. *Committee Reports*

- Finance and Faculties and Services Committee – Sullivan noted that the committee had met and discussed projects for 2021, ranking them in the following order: a new sorter because the warranty was expiring, lighting retrofits for cost savings, and remodeling the bathrooms. Sullivan thanked Howard and Radjenovich for all their hard work on the 2021 budget. The committee reviewed compensation following Howard’s annual review and recommends increasing her salary to a well-deserved \$95K, noting that this figure still leaves her as ranking 33rd out of 43 in salary range for Class 6 libraries in Michigan.
- Policy and Personnel Committee – Vickery noted that the committee had met and since there was a quorum of trustees present the meeting transitioned to a Special Meeting of the Board for the purposes of the Director Review. Those minutes were approved earlier on the agenda.

e. *Other Reports and Communications*

- Friends’ Report – Doug Weaver, TADL Friends Board President
Weaver reported that there were 50 participants in the Move-A-Thon fundraiser and had raised \$1500. So far there are 70 pre-orders for the Curbside Bag Book Sale with an average of 3-1/2 bags ordered per person. Weaver anticipates about 200 bag orders coming in. Book donations have been temporarily suspended since there is so much stock right now. The 2021 budget has been approved by the Friends Board which includes funding for Summer Reading Club, Ancestry.com digital resource, and the TADL Newsletter totaling \$14,000.

Vickery commended the TADL Friends for their creative solution, during unusual circumstances, to the popular and highly attended annual Fall Book Sale.

9. **Old Business**

a. *Director Review*

Vickery briefly explained the Director annual review process. He indicated that Howard had accomplished all that was asked of her this year by the board and then some well beyond anything that could have been planned for in this strange pandemic time. Howard performed her skills and talents with grace under pressure this past year. It was **MOVED** by Sullivan, **SUPPORTED** by Pakieser, to approve an increase in Director Howard’s compensation to \$95,000 beginning January 1, 2021 as recommended by the Finance Committee.

Odgers felt that the increase is more than warranted and was glad for many reasons for the increased compensation on the table. She remarked that she and other in the community felt that when the job was posted that the salary offering was not really adequate for many applicants, especially if a candidate would have had relocation costs. Pakieser highlighted that

(approved)

when comparing all salaries of Directors in Class 6 libraries, the males had substantially higher salaries for the same job and same level of responsibilities than their female counterparts, which was concerning to her. Howard's job is equal to her peers. Jones felt that the increase was very generous and initially felt that he would rather support a 7% raise, however having seen more data since the Special Meeting President Jones recognized Howard's disparity in income and her ability to command and to adapt to change. 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. President Jones thanked Howard for her service acknowledging her increased compensation was well earned.

Howard thanked the board for the increase in salary and expressed her appreciation for their vote of confidence. She feels it is an honor for her to serve the community in this capacity.

b. *District Library Agreement*

As a follow-up discussion from the November board meeting, the concern was whether TADL needed to submit an updated form and library plan to the Library of Michigan which allows TADL State Aid funding. Zeits (Counsel) reviewed the history of the district library law and TADL's submissions to the Library of Michigan since the district formation in 1988. It is the opinion of Counsel that TADL is fully in compliant with the legal requirements to continue receiving maximal State Aid funding from the Library of Michigan.

c. *TADL Response to COVID-19*

Odgers suggested possibly adding a regular update on TADL's COVID response to the board agenda. Howard provided a brief update and indicated that she would make a concerted effort to provide more detail in future Director Reports. Currently Howard is re-evaluating TADL's pandemic response plan since the Michigan Safe Start Plan Stages are no longer being recognized. She is looking at using contagion scales as a guide and is happy to be able to offer curbside services when many libraries have temporarily closed.

10. **New Business**

a. *Behavior Policy Appeal Hearing*

This item was removed from the agenda due to a request to move the hearing to the December board meeting.

11. **Public Comment**

President Jones opened the floor for public comment. There was none by a 'view only' participant or by attendee McKenna, or submitted via email. Carrier chatted a thank you to the trustees for recognizing Howard's exceptional work as Director.

12. **Trustee Comment**

President Jones reminded the trustees that the Grand Traverse County was holding interviews for the all county board vacancies on November 4th, beginning at 1:00, and hopes it results in a new appointee to complete the TADL board membership.

Happy Thanksgiving to all from the TADL Board of Trustees.

13. **Adjournment**

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

Wescott – aye	Pakieser – absent	Vickery – aye
---------------	-------------------	---------------

Sullivan – aye
Motion CARRIED with 6 ayes.

Odgers – aye

Jones – aye

President Jones adjourned the meeting at 6:02pm.

Respectfully submitted,

Approved by board vote on December 17, 2020



V. Carpenter, Recording Secretary

M. Pakieser, Board Secretary

