



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, January 21, 2021 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 Traverse City; Odgers (Vice President) attended from home in Traverse City; Sullivan (Treasurer) attended from home in Traverse City; Pakieser (Secretary) attended from home in Traverse City; Vickery (Trustee) attended from home in Traverse City; Wescott (Trustee) attended from home in Traverse City; and Budzinski (incoming Trustee) attended from home in Traverse City. 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 January 21, 2021 agenda.

3. Welcome New Trustee (Budzinski) and Reaffirmation (Pakieser) Oaths of Office

President Jones welcomed incoming trustee Mary Budzinski to the TADL Board of Trustees and announced that the City of Traverse City Commissioners had reappointed Pakieser to the TADL Board of Trustees.

President Jones administered the Oath of Office to re-appointee Pakieser, with affirmation from Pakieser. Secretary Pakieser then administered the Oath of Office to new trustee Mary Budzinski, with Budzinski also affirming the oath.

4. Approval of the Agenda

Howard requested an addition to the agenda under New Business, item 10e, East Bay Township Safe-Routes-to-School grant support letter. It was MOVED Sullivan, SUPPORTED by Westcott, to approve the agenda with the aforementioned amendment. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 ayes.

5. Public Comment

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

6. Approval of Minutes

a. Regular Meeting of December 17, 2020

It was MOVED by Odgers, SUPPORTED by Pakieser and Sullivan, to approve the regular meeting minutes of December 17, 2020 as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 ayes.

7. Annual Meeting

a. Election of Officers

President Jones noted that due to the lack of face-to-face board meeting opportunities and that some trustees left the board through the year, that the Slate of Officers Recommendation is the same as it was in 2020 in order to retain some continuity through 2021. The recommended slate consists of: Jones, President; Odgers, Vice President; Sullivan, Treasurer; and Pakieser, Secretary. With no other nominations made, it was MOVED by President Jones, SUPPORTED by Vickery and Sullivan, to approve the Slate of Officers for 2021 as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 ayes.

b. Committee Appointments

President Jones noted that the proposed committee members had previously consented to the following committee appointments: for the Policy and Personnel Committee, Vickery (chair), joined by Wescott and Pakieser; and for the Finance and Facilities and Services Committee, Sullivan (chair) joined by Odgers and Budzinski. It was MOVED by President Jones, SUPPORTED by Sullivan to adopt the committee appointments as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 ayes.

c. Approval of Board Meeting Schedule February 2021-2022

President Jones noted that the Board of Trustees meetings are scheduled on the 3rd Thursday of the month at 4pm. With no objections to the schedule, it was MOVED by President Jones, SUPPORTED by Wescott, to approve the 2021 board of trustee meeting schedule as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 ayes.

d. Approval of TADL Main Library and Branch Operational Hours and 2021 Closure Dates

e. Approval of TADL Main Library and Branch Operational Hours and 2022 Closure Dates

Howard highlighted a small change to the operational hours at Kingsley Branch Library that better fit the needs of the community but do not result in any increase or reduction in open hours. She also highlighted a 2021 closure date cancellation to hold a union contracted annual staff in-service. This cancellation request was approved by the union leadership due to limitations and challenges of the current pandemic situation. Howard, Radjenovich, and Carpenter plan to develop alternative creative learning opportunities throughout the year.

It was MOVED by President Jones, SUPPORTED by Pakieser and Jones, to approve both the 2021 and 2022 TADL Main library and Branch operational hours and closure dates as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 ayes.

f. *Annual Conflict of Interest Statement | Annual Ethics Statement*

President Jones affirmed that the Conflict of Interest Statement must be filled out annually by each trustee and asked that each trustee read, at least annually, through the ethics policy approved by a prior TADL board.

8. Reports and Communications

a. *Director Report | Departmental Reports*

Howard confirmed her written report and added the following:

- The highest number of curbside deliveries in one day, to date, was 390.
- Howard shared information about TADL's NaloxBox and opioid policy with approximately 40 attendees at a Michigan Library Association Coffee Hour. TADL's proactive policy was also shared with an audience of about 300 on a recent Library of Michigan Director's call. Opioid overdosing is up 20% from a year ago and Howard was pleased to be at the forefront of this issue and thanked the board for passing the policy as well as Zeits for drafting it.
- After a brief pause, students from TBAISD's special education program have returned to the library to help with tasks which help them learn job skills and people skills. The students love the library and TADL is happy to be able to provide this service for them.
- The social worker is also back in the library and will be offering appointments and helping connect patrons with needed community resources.

Vickery inquired about the Strategic Planning process. Howard confirmed that the process had begun. Board members Odgers and Budzinski are on the 18 member committee. It is in the data collection phase and the board, along with the public, will be receiving a survey to fill out. The results will be collated by the Midwest Collaborative for Library Services (MCLS) and a plan of action will be devised. The committee hopes to have the process done by April. Vickery noted that it was important that the full board be a part of the plan details.

Howard confirmed that patrons have been happy that we are providing curbside services. There have been a couple of people that have complained about or didn't understand the need for closure. With a service base of 97,000, the small number of complaints were not representative of the region. President Jones reported that he had also received 2-3 complaints about the closure. Howard added that the area's positivity rates for Covid are still some of the highest in the state.

President Jones applauded the effort to offer computer usage services to the community while the library is operating as curbside only. Odgers expressed appreciation for the departmental reports, including photos, and for all of the work the staff puts into the activities highlighted in the reports.

b. *Financial Reports*

Radjenovich noted that her written report was fairly extensive. Although there are a few 2020 bills trailing in she believes TADL will be in a good position when all 2020 business has been completed. This position is partly attributed to reduced hours and less payroll during the pandemic.

c. *Member Library Reports*

- Julie Kintner, Director of Fife Lake Public Library (FLPL), thanked Howard for including her in the strategic planning process since there will be representation from all 4

corners of the district. She believes TADL is a leader in the library world and is proud to be a part of it. Business has been slow since reopening but computer usage is in demand since many do not have technology and/or internet available in their homes and need to apply for unemployment. Kintner is in the process of completing FLPL's state aid report. A small Love Locker has been placed outside the library and is filled with seasonal clothing like mittens and hats. Anyone in the community can use the items. Students are not coming in to the library so FLPL staff is going to the schools to provide them library services.

- Jennifer Thomet, Director of Interlochen Public Library (IPL), introduced herself since the meeting was her first attending as the new Director of IPL. Thomet has been employed at IPL for 5 years prior to this new role. IPL serviced 669 curbside deliveries the past month. The annual mitten tree gathered 306 items which were donated to the local elementary schools. IPL gave out 162 story hour craft kits last month and has started giving out dog biscuits to the canine patrons at curbside which has been a hit. IPL was awarded ALA's Libraries Transforming Communities grant of \$3000 that will be used to provide a 4 part book discussion addressing the opioid crisis.
- Vicki Shurly, Director of Peninsula Community Library (PCL), noted that circulation is down but curbside is strong. Craft bags and puzzles remain very popular. Their two Little Free Libraries must be filled every day. Shurly has also done a record number of notarizations via curbside. The PCL men's group meets monthly and has volunteered to monitor and attend to the flag honors for the library's new flagpole. The 2020 annual appeal brought in \$30,000 for operating expenses and \$10,000 for the capital fund.

d. *Committee Reports*

- Finance and Facilities and Services Committee – Sullivan noted that the committee had met and recommended the approval of the new sorter purchase resolution later on the agenda. The committee will be working on new member library agreements over the next few months. Sullivan also thanked Pakieser for her service on the committee in 2020 and looks forward to new trustee Budzinski serving on the committee in 2021.
- Policy and Personnel Committee – President Jones noted that the committee had not since the last board meeting.

e. *Other Reports and Communications*

- Friends' Report – Doug Weaver, TADL Friends Board President
Weaver reported that Curbside Bag Book Sale was a success. There were 145 orders with about 500 bags sold. The Friends received many positive follow-up emails on the sale. The sale raised about \$2700 and are very close to meeting their budget this year. There may be an opportunity to raise funds with the remaining Charles Saunders Jazz Collection donated a few years ago that had not been curated for TADL's collection. Ann Swaney and Anne Magoun, who are putting together a TADL History book, have raised about \$10,000 for the project and the Friends of TADL will be giving a \$3,000 matching donation.

9. **Presentation – Library History Project: Anne Magoun, Ann Swaney, Heather Schumaker**

Ann Swaney spoke about the local library history book project that she and Anne Magoun have started. The book, which has yet to have a title, will cover 150 years of libraries in the community. They've enlisted local author Heather Schumaker to assist and write the book. Swaney recognized the many people that have helped, especially the TADL librarians. Swaney thanked the Friends of TADL for providing a \$3000 toward the project. Anne Magoun, who was a member of the Citizens For Libraries which helped passage of the millage and bond for Traverse City's current library building, has collected volumes of information and continues interviewing people before they are

gone since many folks who would have been able to share a wealth of information have already passed away.

Magoun admitted that the scope of the project seems to have grown as the research continues, so the book is still evolving. All profits from the book will go toward TADL archives. The Grand Traverse Historical Society has donated \$1000 toward the publishing costs. Magoun and Swaney hope to sell the book through the local bookstores and through the district libraries. Anyone donating \$60 or more toward the project will receive a copy of the book.

Schumaker, local author of *Saving Arcadia*, has been sifting through the collected materials and conducting some of her own research as she begins to write the book. Schumaker, an experienced life history writer, has found many interesting parallels throughout the history of the library. For example, today the library has had to temporarily close its doors due to the COVID pandemic, but long ago it also had to temporarily close its doors due to small pox and other flu epidemics. Schumaker provided a few teaser topics in the book, for instance, in the 1970's the City of Traverse City had passed a criminal ordinance which meant patrons could be arrested for overdue library books (and there were a few!).

The board asked a few questions of the project contributors and were excited about the book project. Vickery noted that in today's rising discord and disharmony that it's an important time to remind us of the institutional commitments that bind us together. President Jones suggested a (hopeful in-person) book kick-off at the library.

10. New Business

a. *Northland Library Cooperative Annual Report (Informational)*

Howard stated the Northland Library Cooperative (NLC) annual report was shared for informational purposes only and represents what the Co-Op does as a community of libraries.

b. *Resolution to Approve Member Library Payments for 2021*

President Jones read the resolution to approve member library payments to Fife Lake Public Library; Interlochen Public Library; and Peninsula Community Library in the amounts of \$165,326; \$201,006; and \$203,388 respectively. It was MOVED by President Jones, SUPPORTED by Sullivan, Wescott, and Odgers, to approve the allocations and resolution to approve member library payments for 2021 as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 ayes.

c. *Resolution to Approve in Advance Health Insurance and MERS Invoices for 2021*

President Jones read the full resolution to approve in advance health insurance and MERS invoices for 2021, noting a typographical error in the sixth line that should read "2021" instead of 2020. It was MOVED by President Jones, SUPPORTED by Pakieser to approve the resolution as amended.

A roll call vote was taken with the following results:

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

Motion CARRIED with 7 ayes.

d. *Resolution to Approve Purchase of New Sorter*

President Jones read the full resolution to approve the purchase of a new Sorter in an amount not to exceed \$120,000. Howard explained that the Sorter was essential to library operations

(approved)

and since the current Sorter warranty is expiring and replacement parts cannot be guaranteed it is time to retire it and purchase a new one. She also noted that the resolution should be amended to add the words 'from the Public Improvement Fund' after \$120,000 in the last line. It was MOVED by Pakieser, SUPPORTED by Wescott to approve the resolution as amended. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 ayes.

e. *East Bay Township Safe-Routes-To-School Grant Support Letter*

Howard described the need and benefit of East Bay Township's plan to pursue a grant for sidewalks between the schools on 3-Mile Rd. Although the sidewalk would not directly lead to the library, they would be close and provide patrons a better and safer walkable access to East Bay Branch Library. It was MOVED by President Jones, SUPPORTED by Odgers to authorize Howard to write a letter of support for the grant request. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 ayes.

11. **Public Comment**

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

12. **Trustee Comment**

Odgers welcomed new Trustee Budzinski and said she was happy that Pakieser was staying on the board.

13. **Adjournment**

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

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

Motion CARRIED with 7 ayes.

President Jones adjourned the meeting at 5:24m.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on February 18, 2021



M. Pakieser, Board Secretary