



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, February 18, 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 Fife Lake; 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 (Trustee) attended from home in Traverse City. Also present were: Zeits and Adams (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 February 18, 2021 agenda.

3. Approval of the Agenda

Howard noted that the proposal for labor and employment legal services from Danbrook Adams Raymond, PLC recently became available and should be added for approval to item 7b, general counsel legal service. It was **MOVED** by Sullivan, **SUPPORTED** by Wescott to approve the agenda with the addition to item 7b. 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.

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 January 21, 2020

President Jones noted that the minutes of January 21, 2021 should reflect that he attended the meeting from his home in Fife Lake, not Traverse City. It was **MOVED** by Pakieser, **SUPPORTED** by Sullivan, to approve the regular meeting minutes of January 21, 2020 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.

6. Reports and Communications

a. Director Report | Departmental Reports

Howard confirmed her written report and added the following:

- Howard reported that Spence Brothers have come up against a potential supply chain issue for the preferred roofing shingles which could affect the completion of the project and push it out to 2022.
- Howard and Brady are completing a Rotary grant for purchase of a Sprinter van to use as a Book Mobile.

Board members asked Howard several questions regarding the roof. After some discussion the trustees agreed that it would be helpful for Howard to schedule a presentation from the architect and a representative from Spence Brothers to discuss the current status of the roof project in more detail for the trustees, as there are several new trustees since the project started. She will try to schedule them for the March meeting.

President Jones was impressed with the curbside stats. The high volume shows that TADL is doing its best to serve patrons during the pandemic limitations. Wescott echoed the sentiments. Howard said she plans to reopen for inside services on March 1, 2021. The area's positivity rate has been holding below 4% for a while and it would also coincide with Governor Whitmer's deadline for Michigan schools to open again for face-to-face learning. Howard indicated that full-service curbside and inside service cannot be run simultaneously for the full operational hours so curbside hours will be limited once open.

b. *Financial Reports*

Radjenovich confirmed her written report and made the following highlights:

- About half of the revenues from property taxes have been received. She expects the balance by the end of March.
- Sales have slowed down since in-building service stopped. This should come back up after reopening when people can browse the used book sale items and see displays of the library swag items in person.
- On a good note, the insurance and bonds rate decreased, which then allowed TADL to purchase a cybersecurity plan and still stay within the budget. Several big expenses are paid in advance at the beginning of the year such as personnel insurance, HSA enrollee payments, and some professional and contractual fees. These categories will even out within budget throughout the year.

Sullivan requested a detailed list of fund balances if possible. Radjenovich will prepare a report for the next board meeting.

c. *Member Library Reports*

- Jennifer Thomet, Director of Interlochen Public Library (IPL), reported great circulation numbers. Virtual programming and craft kits are still popular – the most being the dog biscuits. IPL has given out about 400 dog biscuits to the curbside patrons' canine companions. IPL has received \$60,000 from the Allen Foundation to use over a three year period toward a Health and Wellness initiative. Janette Grice is heading up the program which is held in the library's community room.
- Vicki Shurly, Director of Peninsula Community Library (PCL), noted that while they will reopen in March, coinciding with TADL, they will keep curbside services in addition to in-building service. Staff plan to do a meet and greet Zoom program where patrons can get to know the staff from a personal side. A recent Insta-Pot program was a giant success as many folks received one for the holidays. PCL has given out about 250 craft bags per month through curbside. Shurly did a Valentine cake Zoom presentation that was very

popular with the older patrons and it gave them a much needed chance to socialize. Shurly thanked TADL for all the support throughout the pandemic. She felt that PCL would have been a little isolated without it.

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

d. *Committee Reports*

- Finance and Facilities and Services Committee – Sullivan noted that the committee had met and decided that due to the immediacy of the roof project and the upcoming lighting replacements that the bathroom project would be put on a temporary hold. The committee discussed the fact that the current Spence Brothers project contract does not include replacing the roof, but they were in favor of amending the Spence Brothers contract to remain as project manager through the roofing phase.
- Policy and Personnel Committee – Vickery noted that the committee had met and discussed changes to the Library Privacy Act and have included it later on the agenda for a full board discussion. Howard suggested changing the spending limits in two policies due to inflationary costs, but the committee determined that Howard should monitor the year's costs and a decision would be made at year end. Vickery noted that there was interest in cultivating deeper conversations at the full board level and suggested an annual retreat.

e. *Other Reports and Communications*

- Friends' Report – Doug Weaver, TADL Friends Board President
Weaver reported that an audit of the first bag sale revealed that it took 445 volunteer hours to sort and prep the last book sale. It showed the high level of commitment that the volunteers put forth on a very successful sale. The Friends will be holding another bag sale with items from the Charles Saunders donation beginning March 1st. Weaver expressed appreciation for all the help from Olson, TADL's Sight & Sound Coordinator, and Brady, TADL's Marketing and Communications Manager, on the upcoming Saunders collection bag sale.

7. **Old Business**

a. *Contract Agreement with Spence*

After a brief discussion and prior support from the Facilities and Services Committee it was determined that Spence Brothers was the preferred roofing contractor. President Jones concurred that Spence Brothers should be kept on for the roof project. An amendment will be drafted once the cost figures are available.

b. *General Legal Counsel Services Proposal & Labor and Employment Legal Counsel Services Proposal*

Zeits provided a brief history of legal services provided to TADL which began with Chuck Judson of Smith Howe Rice & Roegge (SHRR). Zeits, also of SHRR took over TADL's general legal counsel for Judson several years ago and has extensive knowledge and history with TADL. Adams, of SHRR also has the same long history with TADL in providing labor and employment legal services. SHRR split in 2016 and as a result Zeits became part of Sondee Racine & Doren, PLC and Adams became part of Danbrook Adams Raymond, PLC. Zeits and Adams both continued representing TADL in their areas of expertise and had been proportionately splitting the same extended retainer and contract terms of SHRR for many years, however this has become cumbersome, inefficient and not practical. The two separate proposals brought before the board are based on historical service needs from each type of representation. Rates have not

been increased and there is no fundamental change in legal services. The trustees asked questions of both attorneys to clarify the proposals.

It was MOVED by Sullivan, SUPPORTED by Wescott to accept the proposal for general legal service from Sondee Racine & Doren, PLC 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.

It was MOVED by Wescott, SUPPORTED by Pakieser to accept the proposal for labor and employment legal services from Danbrook Adams Raymond, PLC. 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.

8. New Business

a. *Library Privacy Act Changes (Discussion)*

Zeits (Counsel) reviewed the changes to the Library Privacy Act which are set to take effect March 28, 2021. The main change is that video footage is no longer protected under the Library Privacy Act. Currently any inquiries for video footage of activities in and on the library building and premises require a court order to obtain before it can be released. The change will mean that video footage can be subject to FOIA. The intent of the discussion was for Zeits to listen to the board's response to the changes in the Library Privacy Act so that an appropriate policy can be developed with regards to video footage inquiries. The trustees had a lengthy discussion on the operational impact of the new act. Zeits will draft a policy to be brought before the board at the March meeting.

b. *Strategic Planning Interview Questions (Discussion)*

The trustees agreed that they would each fill out the Strategic Planning Questionnaire and return it to Howard to compile. The information will be used in a continued discussion at the March board meeting.

9. Public Comment

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

10. Trustee Comment

Odgers was pleased to see the TADL tech team's collaborative work in getting Kalkaska students access to Kalkaska County Library resources. She suggested highlighting TADL's tech service collaborations in the monthly newsletter.

11. Adjournment

With a motion to adjourn by Wescott, supported by Pakieser, 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 5:50pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on March 18, 2021



M. Pakieser, Board Secretary