



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, April 15, 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 (left at 5:43pm); Sullivan (Treasurer) attended from home in Traverse City; Pakieser (Secretary) attended from home in Traverse City; Vickery (Trustee) attended from in Traverse City; Wescott (Trustee) attended from home in Traverse City; and Budzinski (Trustee) attended from home in Traverse City. Also present were: Zeits (Counsel), Howard (Director), Radjenovich (Business Manager), Olson (Zoom Moderator), Bennett 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 April 15, 2021 agenda.

3. Approval of the Agenda

It was MOVED by Sullivan, SUPPORTED by Odgers to approve the agenda as presented. Pakieser requested an adjustment to the order of Old Business making item c, Strategic Planning Discussion, the first item. Howard noted that the roofing representatives were waiting to speak as item b, and suggested as a courtesy placing them first and allow them to leave the meeting after their presentation, then follow with the strategic planning discussion and the lighting RFP. It was MOVED by Pakieser, SUPPORTED by Wescott, amend and approve the agenda moving item a, lighting RFP, down to item c; with items b, roof update, and c, strategic planning discussion moving up to items a and b respectively. A roll call vote was taken with the following results:

Wescott – aye	Pakieser – aye	Vickery – aye	Jones – aye
Sullivan – aye	Odgers – aye	Budzinski – 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 March 18, 2021

It was MOVED by Budzinski, SUPPORTED by Pakieser, to approve the regular meeting minutes of March 18, 2021 as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 ayes.

6. Reports and Communications

a. *Director Report | Departmental Reports*

Howard confirmed her written report and added the following:

- The Grand Traverse Historical Society who funded 2 interns to work with the Local History Collection last year will be funding 4 interns this year.
- Information is growing about upcoming grants available to libraries. Howard believes TADL may be meet eligibility requirements for a grant to libraries who have had a reduction of income of 5% or more due to the pandemic, since TADL had lost meeting room rentals, merchandise sales, overdue fines, copy fees, etc. during the past year.

Wescott inquired whether there was any plan for closure due to the recent spike in COVID cases in Michigan and the Grand Traverse area. Howard replied that she had no plan for closure at this time since the library has been fairly quiet, patrons are disbursed and masked. Most TADL staff have been vaccinated now and cleaning extra protocols are still in place. Since the CDC has determined that the virus is airborne and people are not getting sick from touching surfaces, many libraries including TADL, have removed the prior quarantine time for books and most other materials. Howard feels that it is best for the community to stay open at this time as many need the library services.

b. *Financial Reports*

Radjenovich confirmed her written report and noted that a \$16,500 grant had been received from the GT Band of Ottawa and Chippewa Indians to be used toward the Local History Collection shelving.

c. *Member Library Reports*

- Julie Kintner, Director of Fife Lake Community Library (FLPL), announced that she has accepted a position as Senior Outreach Coordinator at the Grand Traverse County Senior Center. She thanked the TADL board, Howard, and the TADL staff for their support, advice, and mentoring over the years with FLPL. She looks forward to collaborating with the libraries in the district through her new position.

The board wished Kintner well and will continue to provide support to her replacement.

Written reports from Vicki Shurly, Director of Peninsula Community Library (PCL) Jennifer Thomet, Director of Interlochen Public Library (IPL) were included in the board packet.

d. *Committee Reports*

- Finance and Facilities and Services Committee – Sullivan noted that the committee had met and discussed the lighting RFP and the roof update later on the agenda. The committee supports Howard in seeking RFPs for the lighting project.
- Policy and Personnel Committee – Jones noted that the committee had not met since the last board meeting.

e. *Other Reports and Communications*

- Friends' Report – Doug Weaver, TADL Friends Board President
Weaver reminded the board the annual Friends meeting is May 12, 2021. The program will consist of highlights from the year's events, a presentation from Anne Magoun and Ann Swaney who are working on the local library history book. A new slate of officers will also be selected at the meeting. Weaver will remain on the board but will step down from his role as President. Jazz bag sales have reached 50 bags and is going well. They recently received a

donation of 500 books, mainly children's books, from the Northport schools. The Friends still hope to have an in-person book sale in the Fall.

Jones thanked Weaver for his service and everything he has been able to do for the community while on the Friends board.

7. Old Business

a. *Roof Update*

Fred Campbell, architect, and Jeff Spence from Spence Brothers Construction provided an update on the roofing project. Campbell explained the progress to date in increasing the air ventilation in the roof has been successful, but would still like to see if more could be done to manipulate the flow to a difference of about 5 degrees between the outside temperature and the inside temperature and further investigate the roofing alternatives. He is not yet ready to make any final recommendations on the roof replacement. Spence affirmed that the current roof has been much improved in regards to the ice damming in the winter thus far and would certainly perform well enough over the next year in order to continue testing and information gathering. After a discussion comparing the possible roofing styles, efficiencies, warranties, and costs which are currently high due to low production of the necessary premium shingles during the pandemic, there was consensus by the board to continue testing and refining the corrective measures and to suspend any roof installation until next year.

b. *Strategic Planning Discussion*

Howard provided the board with an outline summary of the results from the prior day's strategic planning committee's operational retreat. She was seeking direction from the board as to whether there were specific areas the board would like to focus on over the next few years so that those could be incorporated into the final strategic plan document that would be compiled by MCLS, the strategic planning consultants.

There was a lengthy discussion about the data and as to how to proceed with the wealth of good and useful information previously collected and presented. Pakieser emphasized that the board's role was to oversee that the library remains an important part of society; one that is safe, neutral, allows for exploration of ideas and offers lifelong educational opportunities to the community, etc. In conclusion, the board agreed that their role was to guide the library in the overall direction of the library, not to decide the daily operational mechanisms which were entrusted to Howard's direction, and it was determined that the board needed more time for analysis and discussion. An in-person special meeting for the purposes of strategic planning was scheduled for May 11, 2021 at 4:00 in the McGuire Community Room.

c. *Lighting RFP*

Bennett noted that, rather than issuing an open-ended RFP, it would be helpful to be able to select 4-5 vendors qualified to do the lighting project of the scope and size required at the TADL Main library to issue a lighting RFP to those vendors only. Zeits confirmed that as long as the board approved, the RFP could be sent in that manner. It was MOVED by Wescott, SUPPORTED by Pakieser to support and approve the issuance of an RFP for the lighting project to select vendors qualified for the scope and size of the project at Howard's discretion. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes.

8. **Public Comment**

President Jones opened the floor for public comment. There was none by attendees, or submitted via email. A chat from Carrier expressed appreciation for the live Zoom participation aspect of the meetings and hoped that they could continue when the board meets in person and she thanked the board for their hard work.

9. **Trustee Comment**

President Jones opened the floor for trustee comment. There was none.

10. **Adjournment**

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

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

Motion CARRIED with 6 ayes. President Jones adjourned the meeting at 5:58pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on May 20, 2021



M. Pakieser, Board Secretary

