



**Board of Trustees Regular Meeting**  
**MINUTES (approved)**  
Thursday, June 17, 2021 at 4:00pm  
McGuire Community Room  
610 Woodmere Ave., Traverse City, MI 49686

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**1. Call to Order**

The meeting was called to order by President Jones at 4:08pm. Present were: Jones (President); Odgers (Vice President); Sullivan (Treasurer); Pakieser (Secretary); Vickery and Wescott (Trustees). Budzinski (Trustee) was absent. Also present were: Zeits (Counsel); Howard (Director); Radjenovich (Business Manager); McKenna, Brady, and Carpenter (Staff).

**2. Pledge of Allegiance**

All members in attendance recited the Pledge of Allegiance to the Flag of the United States of America.

**3. Approval of the Agenda**

It was MOVED by Odgers, SUPPORTED by Pakieser, to approve the agenda as presented. Motion CARRIED.

**4. Public Comment**

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

**5. Approval of Minutes**

a. *Regular Meeting of May 20, 2021*

It was MOVED by Sullivan, SUPPORTED by Wescott, to approve the regular meeting minutes of May 20, 2021 as presented. Motion CARRIED.

**6. Reports and Communications**

• *Director Report | Departmental Reports*

Howard confirmed her written report and added the following:

- Long-time employee Christopher Spear is retiring in July after 30 years of service. We'll be sad to see him go.
- Brady and Howard have been doing some gardening and weeding in the front of the library. A donated sculpture of two children playing leapfrog was placed in the front garden.
- Howard checked with the member libraries, and Blair, Long Lake, and Acme Townships on their level of interest on having TADL lockers in the Township Halls for patrons to pick up library materials on hold. She described how the lockers work for hold items, noting that many universities and Amazon are now using them. Upon pick-up the item is automatically checked out to the patron. Howard hoped that the board would provide a motion of support, later on the agenda, to apply for an ARPA grant and use those funds toward the locker service among other things.

• *Financial Reports*

Radjenovich confirmed her written report and highlighted the following:

Most of the tax revenues for the year have been received. The first of two State Aide checks for both the library and for the Talking Book Library have been received. The

Rotary grant money has been received and is now available for the purchase of the bookmobile. Sales are staying around the \$2000 mark per month and should beat the sales goal set for the year. The goal for overdue fines will likely fall short especially since overdue fines will not be charged moving forward. Miscellaneous revenue of \$11,500 are a result of MERS Defined Contribution forfeitures. If an employee leaves prior to vesting and doesn't enter into another MERS position elsewhere within a year, the employer portion of the contributions are forfeited back to the library. Expenses are in good shape at 43.7 percent of the budget at this time.

- *Member Library Reports*

- Vicki Shurly, Director of Peninsula Community Library (PCL), reported that PCL opened to normal hours normal operations on June 1<sup>st</sup> and they are updating their website. Shurly expressed gratitude to be included in the ARPA grant mentioned by Howard. Patrons have donated stuffed animals for the Summer Reading Club raffle. PCL started a seed library in an old 1960 card catalog. PCL' fiscal year ends June 30<sup>th</sup> and Shurly is working with the auditors and adopting the new chart of accounts required by the state.

A written report from Jennifer Thomet, Director of Interlochen Public Library (IPL) was included in the board packet. There was no report from Fife Lake Public Library.

- *Committee Reports*

- Finance and Facilities and Services Committee – Sullivan reported that the committee had met and received an audit review from the auditors from Dennis, Gartland, and Niergarth which will be presented later in the agenda. The committee also discussed leasing books, another item later on the agenda.
- Policy and Personnel Committee – Pakieser reported that the committee had met and had an in-depth discussion about reinstating Hot Item fines while removing general material fines and recommended approval of the policy later on the agenda. The committee continued a discussion of the Nepotism policy, and after review and discussion of the Board Authorization regarding Bids policy it was determined that the policy was appropriate as written.

- *Other Reports and Communications*

- Friends' Report – Donna Hornberger, TADL Friends Board President  
A written report was included in the board packet. President Jones noted that the Friends planned to honor Marilyn Lawrence for her long-term membership on the Friends board. He also thanked Lawrence for many years of service on the TADL Board of Trustees as well as her long-time membership with the Friends.

## 7. **New Business**

### a. *2020 Audit*

The auditors previously gave a full audit report to the Finance and Facilities Committee and Howard provided a brief review of the 2020 audit to the full board for acceptance. She noted that it was a clean audit with the highest rating, again for the 2<sup>nd</sup> time since becoming Library Director. 2020 was a challenging year, yet TADL operated within the current revenue and budget, even throughout the pandemic when revenues were slightly reduced. Trustees asked a few questions and it was noted that, per MERS, the MERS unfunded pension liability is 84% funded. Howard also noted several restricted funds as a result of donations. The 2020 budget year resulted in a \$388,000 excess which will be split according to policy; \$194,000 of which will be moved to the Public Improvement Fund. It was MOVED by Sullivan, SUPPORTED by Wescott to accept the 2020 audit. A roll call vote was taken with the following results:

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

Motion CARRIED. Vickery expressed appreciation to Howard and Radjenovich on the hard work that went into the audit and the resulting fine audit report.

b. *Support for the Library of Michigan ARPA Grant*

It was MOVED by President Jones, SUPPORTED by Pakieser to offer a resolution of support for Director Howard to apply for a Library of Michigan ARPA Grant. Motion CARRIED.

c. *McNaughton Book Service*

Adult Services Manager, Melissa McKenna, gave a brief synopsis on the process of purchasing high demand materials and for Holds fulfillment. She explained that McNaughton Book Service would help reduce the cost and increase the speed of item hold fulfillment by leasing books through the service. McKenna provided details and answers to multiple questions about the collection development and current costs. She would like to enter into the lease agreement for a 13-month trial, track the results and evaluate it before continuing with the service. It was MOVED by Sullivan, SUPPORTED by Pakieser, to accept and enter into a lease with McNaughton Book Service for the purpose of leasing books as presented. A roll call vote was taken with the following results:

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

Motion CARRIED.

8. **Old Business**

a. *Reinstatement of Fines Policy 3.21*

Howard noted that the revision request to policy 3.21 would eliminate fines for regular materials and bring back fines for “Hot” items and equipment, with the addition of automatic renewals for items that are not on hold. It was MOVED by Wescott, SUPPORTED by Pakieser to approve the policy revision as presented beginning July 1, 2021. Motion CARRIED.

b. *Strategic Plan Adoption*

President Jones thanked Howard and the Strategic Planning Committee for the hard work on the plan presented before the board. It is a significant accomplishment that will help the library move forward. Following trustee questions, Howard noted that the plan will be made available to the public and the board will receive regular routine updates on the progress of the plan directives. It was MOVED by Odgers, SUPPORTED by Wescott to accept and adopt the strategic plan as presented. Motion CARRIED. Howard thanked the board for their support.

c. *Bookmobile Purchase Request*

Brady and Howard secured three ‘apples to apples’ quotes for the desired Sprinter Van identified as an appropriate vehicle for the library bookmobile and were able to inspect two local Sprinter Van mobile units which are virtually the same as TADL is looking to purchase. They also looked at other library models from Grand Rapids and Monroe Public Libraries and had satisfactory discussions with the van customizers. Basically, the van would be purchased as a shell and then customized to the features desired such as specific electrical panels, support rails for book-trucks, cabinets or bookcases, and a side awning. Howard expects to purchase and customize at a minimum to start and then build on it over time as needs and service options develop. Staff will be working out all the details on how to provide the bookmobile service. Howard was pleased to see how many patrons have come forward to support and/or participate

in the new service. Of the three quotes, it was MOVED by Pakieser, SUPPORTED by Odgers and Sullivan to support the Library Director in purchasing a Sprinter Van from Watson Benzie Dealer for a not to exceed amount of \$45,000. A roll call vote was taken with the following results:

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

Motion CARRIED.

d. *Local History Collection Shelves Purchase Request*

Howard noted that the original plans for the shelving space layout were sent to several mobile shelving companies for high-density shelving quotes. Advantage Business Systems (ABS) came in with the lowest bid and also fit within the budget available for the shelving. McKenna, Local History Collection Manager, noted that ABS had done the original shelving in the Talking Book Library in the same space and that the quote was a more educated decision geared specifically for the collection materials, whereas the other two quotes were based on more standard shelving. Howard noted that the approval is a timely matter since the bid quote is only guaranteed for 10 days due to the price of steel fluctuation and wide range in pricing right now. It will take 8-12 weeks for production, delivery, and installation. It was MOVED by Odgers, SUPPORTED by Wescott and Pakieser, approving the Library Director to contract with Advantage Business Systems for high density shelving in the Local History Collection area, to order appropriate archival materials storage devices, and to pay for interns to help with this project for a not to exceed amount of \$40,000 with funds allotted from grants, donations and the Library Local History Fund as presented. A roll call vote was taken with the following results:

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

Motion CARRIED.

e. *Accessibility and Mobility for People with Disabilities*

Odgers referenced the article included on May board agenda regarding accessibility, it's importance, and its relevance to the strategic plan. She will continue the discussion in more detail at the Facilities and Finance meeting.

9. **Public Comment**

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

10. **Trustee Comment**

Odgers noted the upcoming community recognition and celebration of Juneteenth. She also discussed a cancer diagnosis which she hopes to use the experience to help herself, her family, and others with disabilities who have specific challenges and needs in navigating and handling a cancer diagnosis and treatment plan.

11. **Adjournment**

With a motion to adjourn by Sullivan, President Jones adjourned at 5:57pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on August 19, 2021



M. Pakieser, Board Secretary