

Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, November 18, 2021 at 4:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. **Call to Order**

The meeting was called to order by President Jones at 4:05pm. Present were: Jones (President); Odgers (Vice President attended remotely); Pakieser (Secretary); Sullivan (Treasurer); and Vickery and Westcott (Trustees). Also present were: Howard (Director); Radjenovich (Business Manager); 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 Sullivan, SUPPORTED by Wescott, to approve the agenda as presented. A roll call vote was taken with the following results:

Jones – aye	Odgers – aye (remote)	Vickery – aye
Pakieser – aye	Sullivan – aye	Wescott – aye

Motion CARRIED.

4. **Land Acknowledgement Reading**

As recommended by the Policy and Personnel Committee, President Jones, read the following land acknowledgement in honor Native American Heritage Month and to recognize those that came before us:

We stand here on Turtle Island, our precious earth, this beautiful land of Michigan, cherished and maintained for generations by the Anishinaabe people. We wish to recognize those whose traditional land we are gathered upon today as the land on which the Grand Traverse Band of Ottawa and Chippewa Indians have resided for thousands of years. To recognize the land is an expression of gratitude and appreciation to those whose territory you reside on, and a way of honoring the Indigenous people who have been living and working on the land from time immemorial (*existing since beyond the reach of memory*). It is important to understand the long-standing history that has brought us to reside on the land, and to seek to understand our place within that history. We thank the Anishinaabe people for sacrificing for us to be here today.

5. **Public Comment**

President Jones opened the floor for public comment. The following people addressed the board: Heather Brady, TADL Marketing and Communications Manager, presented a giant library card well-lit with multiple miniature lights as a visual enticement and invitation to join the TADL staff in a walking float in the Downtown Holiday Light Parade.

6. **Public Hearing on the 2022 Budget**

It was MOVED by Jones SUPPORTED by Vickery and Odgers to open the Public Hearing on the 2022 Budget. A roll call vote was taken with the following results:

Jones – aye	Odgers – aye (remote)	Vickery – aye
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Pakieser – aye
Motion CARRIED.

Sullivan – aye

Wescott – aye

a. *Introduction of the 2022 Budget Overview and Details*

Howard provided highlights from her written budget overview. The 2022 budget was developed around the goal of the Strategic Plan. Special emphasis will be on beginning the three-year Strategic Plan with the topics of Inclusivity and Purposeful Partnerships; continued presence in our communities and schools and providing library cards to students from additional schools in the area beyond TCAPS; maintaining current technology needs; upkeeping maintenance needs on an aging building; and providing a new bookmobile service. Howard reviewed anticipated revenue sources and noted that TADL will again pursue grants as they are available that allow the Library to provide new services and foster new partnerships in the community beyond the operating budget.

b. *Public Comment*

President Jones opened the floor for public comment on the 2022 Budget Hearing. There was none.

7. **2022 Budget Resolution**

It was MOVED by Jones SUPPORTED by Vickery President Jones read the 2022 Budget Resolution in full revealing a balanced budget totaling \$5,750,871. It was MOVED by President Jones, SUPPORTED by all trustees unanimously, to approve the 2022 Budget Resolution as presented. A roll call vote was taken with the following results:

Jones – aye	Odgers – aye (remote)	Vickery – aye
Pakieser – aye	Sullivan – aye	Wescott – aye

Motion CARRIED.

Vickery expressed his appreciation for the hard work from multiple sources that goes into the Library budget, proven by TADL's glowing annual audits and the strategic efforts from a passionate staff who bring everything together.

It was MOVED by Pakieser, SUPPORTED by Odgers, to close the 2022 Budget Hearing. A roll call vote was taken with the following results:

Jones – aye	Odgers – aye (remote)	Vickery – aye
Pakieser – aye	Sullivan – aye	Wescott – aye

Motion CARRIED.

8. **Approval of Minutes**

a. *Regular Meeting of October 21, 2021*

It was MOVED by Sullivan, SUPPORTED by Pakieser, to approve the regular meeting minutes of October 21, 2021 as presented. A roll call vote was taken with the following results:

Jones – aye	Odgers – aye (remote)	Vickery – aye
Pakieser – aye	Sullivan – aye	Wescott – aye

Motion CARRIED.

9. **Reports and Communications**

a. *Director Report | Departmental Reports*

Howard confirmed her written report and added the following:

- The new Uniform Chart of Accounts revision required by the State has been completed, well ahead of the December 2022 deadline. A big thank you was given to Radjenovich.

- Although TADL did not receive the ARPA grant, Kankaska County Library did and is able to provide wi-fi access in downtown Kankaska. TADL's Assistant Director of Technology, Morey, was a large contributor in that successful grant and implementation.
- In collaboration with Newton's Road and Habitat for Humanity, TADL is providing books to families in the new homes. Howard believes that a house isn't a house until there are books in it, and then it becomes a home.
- Grand Traverse County is interviewing for two TADL board positions available starting January 2022. President Jones' and the late trustee Budzinski's terms expire December 31, 2021.
- Howard will be taking the board retreat discussion to the policy committee for discussion.

b. *Financial Reports*

Radjenovich confirmed her written report and noted that at 83% through the year, and expenses are at 80%, right on track.

c. *Member Library Reports*

- Kendall Spratt, Director of Fife Lake Public Library (FLPL), reported that November's focus was on training several new staff members which has since freed up time to continue the goal to get into the schools and train teachers and school administrators on what the library can offer, providing storytimes, helping teachers with reluctant readers, and introducing library resources to the students. Spratt appreciated the budget help she received from Howard and Radjenovich.
- Jennifer Thomet, Director of Interlochen Public Library (IPL), expressed thanks for the support received from TADL. The ALA special grant for a program focusing on addiction was well attended. With a mini grant from Michigan Center for the Book, they will be able to give out gift bags and picture books to families in need.
- Vicki Shurly, Director of Peninsula Community Library (PCL), announced that PCL received a clean audit. The annual appeal letter went out in November to all Old Mission residents. Since moving to the new building, the appeal has been PCL's biggest fundraiser, last fiscal year bringing in \$31,000 in local gifts. The annual Books at the Boathouse dinner and auction is the second biggest fundraiser. PCL received a \$700 handmade quilt of Old Mission to hang in the children's area. Donations have allowed for 15 pedestal frames for the outdoor storywalk. Old Mission Associates has been contracted to fix the drainage issue which will include French drains and other diversion tactics.

President Jones noted that the member library agreement renewal negotiations has been completed. It was a job well done by the negotiators and completed with a common theme and common vision at the level that the district deserves to provide service to the different communities in the district and one that the board can be proud of.

d. *Committee Reports*

- Finance and Facilities Committee – Sullivan reported that the committee had met and two of the three member library negotiations have been finalized and ready for full board approval. Howard noted that the roof may be postponed another year due to a shortage in materials.

Since there has not been a request for proposal for insurance carriers in over 10 years, it was MOVED by Sullivan, SUPPORTED by Pakieser, to give Howard permission to investigate

requests for proposals for potential insurance carriers. A roll call vote was taken with the following results:

Jones – aye	Odgers – aye (remote)	Vickery – aye
Pakieser – aye	Sullivan – aye	Wescott – aye

Motion CARRIED.

- Policy and Personnel Committee – Pakieser reported that the committee had met and noted items later on the agenda for approval. The committee also discussed the land acknowledgement recognition. Discussion will continue as to whether to develop this recognition into a standard procedure. The committee is working on the Director evaluation and will bring it to the board at the December meeting.

e. Other Reports and Communications

- Friends’ Report – Donna Hornberger, TADL Friends Board President
Hornberger reported that the Friends were given a \$3000 donation from a new couple in the area, with intention to use \$1000 for adult craft kits, \$1500 toward the Library of Things, and the rest to be used at the Director’s discretion. The funds were given to the Friends since the donors’ trust requires funds be distributed through 501c3, but will be redirected to TADL for expediting the donation request. Membership renewal letters and reminders will be sent soon. Following an inquiry from Odgers, Hornberger noted that the ‘Under the Stairs’ gift shop could not re-open partially due to lack of volunteers and a too-minimal profit.

10. Old Business

a. Policy Revision – 1.2 Electronic Communications for Trustees Policy

Howard explained that the ethics policy revision consisted of re-numbering and a clarification regarding use of trustee email accounts. It was **MOVED** by Vickery, **SUPPORTED** by Pakieser, to approve the revisions to 1.2 Electronic Communications for Trustees Policy as presented. A roll call vote was taken with the following results:

Jones – aye	Odgers – aye (remote)	Vickery – aye
Pakieser – aye	Sullivan – aye	Wescott – aye

Motion CARRIED.

b. Policy Revision – 1.4 Traverse Area District Library Trustee Ethics Statement

Vickery highlighted that the policy is essentially a backdrop and a commitment by the trustees to incorporate into the rest of the policies and to acknowledge this with an annual signature helps ensure that the trustees understand their obligation as a trustee. It was **MOVED** by Pakieser, **SUPPORTED** by Wescott, to adopt the change in 1.4 Traverse Area District Library Ethics Statement, as presented. A roll call vote was taken with the following results:

Jones – aye	Odgers – aye (remote)	Vickery – aye
Pakieser – aye	Sullivan – aye	Wescott – aye

Motion CARRIED.

c. Policy Revision – 1.8 Remote Participation at Meetings by Traverse Area District Library Board Members and the Public Policy

Zeits emphasized that there is no change and this policy is current law, despite proposals for change. Beginning in January 2022, the way that the Open Meetings Act was set up stipulates that the only reason a trustee can attend meetings remotely is for military duty. It was **MOVED** by Vickery, **SUPPORTED** by Pakieser, to approve the revisions to 1.8 Remote Participation at Meetings by Traverse Area District Library Board Member as presented. A roll call vote was taken with the following results:

Jones – aye
Pakieser – aye
Motion CARRIED.

Odgers – aye (remote)
Sullivan – aye

Vickery – aye
Wescott – aye

11. New Business

a. *Member Library Agreements: FLPL | PCL*

It was MOVED by Sullivan, SUPPORTED by Vickery and Odgers to accept the member library agreement between TADL and Fife Lake Public Library effective until December 31, 2031. A roll call vote was taken with the following results:

Jones – aye
Pakieser – aye
Motion CARRIED.

Odgers – aye (remote)
Sullivan – aye

Vickery – aye
Wescott – aye

It was MOVED by Sullivan, SUPPORTED by Vickery and Odgers to accept the member library agreement between TADL and Peninsula Community Library, effective until December 31, 2031. A roll call vote was taken with the following results:

Jones – aye
Pakieser – aye
Motion CARRIED.

Odgers – aye (remote)
Sullivan – aye

Vickery – aye
Wescott – aye

President Jones received an email earlier in the day that Interlochen Public Library board had accepted their member library agreement with TADL. It will be on the December agenda for TADL's board approval and signatures.

12. Public Comment

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

13. Trustee Comment

President Jones recognized the achievements of several TADL individuals: Morey, Assistant Director for Technology, who has been with the library over 10 years and his outstanding oversight of the library's technology needs over the years; and Director Howard and Trustee Odgers, Northern Michigan influencers, who were featured as two of the 40 Most Influential Women in Northern Michigan.

Odgers recognized Brady, Marketing and Communications Manager, for expanding accessibility by adding audio descriptions and captions to select programming and services. Odgers also recognized the lovely memorial service honoring the life of late trustee Mary Budzinski.

14. Adjournment


With a motion to adjourn by Sullivan, supported by Wescott, President Jones adjourned at 5:35pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on December 16, 2021



M. Pakieser, Board Secretary