



Board of Trustees Regular Meeting MINUTES

Thursday, June 19, 2025 at 4:00pm

McGuire Community Room
610 Woodmere Ave., MI 49686

1. **Call to Order**

The meeting was called to order by President Pakieser at 4:00pm. Present were: Pakieser (President); Odgers (Treasurer) remotely; Gedman (Secretary); Vickery, Jones, and Beuthin (Trustees). Deyo (Vice President) was absent. Also present were: Howard (Director) 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 Jones, SUPPORTED by Odgers, to approve the agenda as presented. Motion CARRIED.

4. **Public Comment**

President Pakieser opened the floor for public comment. The following people addressed the board: Cheyenne Wilcox, Director of Fife Lake Public Library (FLPL), welcomed the TADL Board to FLPL.

5. **Consent Calendar**

- a. *Approval of Minutes - Regular Meeting of May15, 2025*
- b. *Department Reports*
- c. *Finance and Facilities Committee Report – May 6, 2025*
- d. *Policy and Personnel Committee Report – May 6, 2025*
- e. *Financial Report*
- f. *Member Library Communications – FLPL | IPL | PCL*
- g. *Friends of TADL Report – Jud Barclay, President*
- h. *Correspondence*

It was MOVED by Jones, SUPPORTED by Vickery, to remove item 5e, Member Library Communications to allow for an oral report from FLPL, and to accept and affirm receipt of the remaining items on the Consent Calendar items as presented. Motion CARRIED.

6. **Items Removed from the Consent Calendar**

Cheyenne Wilcox, Director of FLPL, drew attention to the FLPL annual report provided to the TADL board, gave a brief summary report of events happening at the library, and answered questions about the upcoming building expansion timeline.

7. **Director Report**

Howard confirmed her written report and added the following:

- TADL has circulated nearly 600,000 items to date this year at a ratio of 3 print to 1 electronic. 3D prints included 13 assistive devices and 4 fidget devices. Several assistive

devices have been offered free since completing the Autism Certification Training. These items have also been valuable offerings for the Talking Book Library outreach.

- The number of behavioral incidents is the highest in the month of May since tracking started in in 2012. Staff is thankful for the security guards.
- The State budget process is still in progress. The Library of Michigan has been told that they have money for MeLCat funding since they are on a 2-year cycle expected to continue for another year. However, it's important that money is specifically allocated for libraries within the budget, otherwise libraries can't use it.

Howard also provided an updated spreadsheet on the current legislative cases involving libraries and their status.

8. Old Business

a. *2024 Audit Review and Acceptance*

Howard noted that TADL received a good, clean audit. TADL always gets a mark for deficient internal control since the library doesn't have a CPA on staff. This is not an issue, but must be noted in the audit. It is common for libraries not to have a CPA on staff. Vickery thanked everyone who participated in making it a good audit. It is appreciated from a board perspective. Beuthin echoed the sentiment. Odgers noted that the Finance and Facilities Committee had a vigorous review and discussion of the audit.

It was MOVED by Gedman, SUPPORTED by Jones to accept the 2024 audit as presented. A roll call vote was taken with the following results:

Beuthin – aye	Gedman – aye	Odgers – aye
Pakieser – aye	Jones – aye	Vickery – aye
Deyo – absent		

Motion CARRIED with 6 aye, 1 absent.

9. New Business

a. *New Policy: 5.9 Library Director Succession Plan*

Howard noted this policy has been developed through multiple Policy and Personnel Committee meetings and it is important to address a clear process of action should the Director have a planned leave or an unplanned leave needing immediate attention. The policy also includes living document attachments regarding chain of command personnel that will be reviewed and updated at minimum on an annual basis or earlier if necessary. It was MOVED by Beuthin, SUPPORTED by Vickery, to approve and adopt new policy 5.9 Library Director Succession Plan as presented. Motion CARRIED.

b. *New Policy: 1.2 Confidentiality Policy: Disclosure of Library Records*

Howard indicated that TADL did not have a singular policy about confidentiality, but had bits of information throughout multiple policies. Seurnyck, TADL's attorney, suggested and provided the template for this policy. There was some discussion about public speaking rights and privacy waivers. It was MOVED by Jones, SUPPORTED by Gedman, to approve and adopt new policy 1.12 Confidentiality Policy: Disclosure of Library Records. Motion CARRIED.

c. *New Policy: 3.8 Bed Bug Policy*

Howard noted that, although TADL has had no problems with bed bug infestations, it is a real threat to the collection. The policy provides a groundwork for responding to an infestation and the patrons and spaces involved. TADL will be employing a specialized bed bug detection K-9 twice a year to help safeguard the collection and facilities. A bed bug cooker will also be

purchased to have available for infestation remediation. It was MOVED by Beuthin, SUPPORTED by Jones, to approve and adopt new policy 3.8 Bed Bug Policy as presented. Motion CARRIED.

d. *Grant Application Support for Stormwater Musical Garden*

Howard briefly introduced an idea for a Stormwater Musical Garden to abate stormwater and also produce music, generated from a brainstorm between TADL's facilities manager, Bret Boulter, GT Children's Garden director, Sarah Kuschell, and several other local interested parties. TADL would need to match funds if awarded a Rotary Charities of TC Seed grant to start the preliminary engineering work. The grant application also requires board support.

It was MOVED by Vickery, SUPPORTED by Jones, to approve a resolution of the Traverse Area District Library (TADL) agreeing to apply for financial assistance from Rotary Charities of Traverse City through the Seed Grant program to finance a Stormwater Musical Garden and that the TADL board of Trustees authorize Library Director, Michele P. Howard to sign all documents relating to the Rotary Charities of Traverse City Seed Grant. A roll call vote was taken with the following results:

Beuthin – aye	Gedman – aye	Odgers – aye
Pakieser – aye	Jones – aye	Vickery – aye
Deyo – absent		

Motion CARRIED with 6 aye, 1 absent.

e. *Local History Collection Expenditure from Public Improvement Fund Approval*

The Local History Collection includes films that will deteriorate if not preserved properly. Howard is asking that the board allow use of funds from the Public Improvement Fund, designated for the Local History Collection, to preserve and digitize them so they are accessible to everyone. It was MOVED by Beuthin, SUPPORTED by Gedman, to approve an amount not to exceed \$3000 from the Public Improvement Fund for the purpose of purchasing supplies to support preserving Local History Collection films. A roll call vote was taken with the following results:

Beuthin – aye	Gedman – aye	Odgers – aye
Pakieser – aye	Jones – aye	Vickery – aye
Deyo – absent		

Motion CARRIED with 6 aye, 1 absent.

f. *Signature Support for Open Letter to Michigan Policy Makers*

Howard noted that several Northern Michigan businesses were signing on to a letter of concern addressed to Michigan Policy Makers regarding recent federal executive orders and the impact to the local area. The board was provided an opportunity to sign on. The board discussed the letter's content and TADL's mission. No motion was made.

g. *Letter of Support for Jubilee House*

Howard shared a letter from the rector of Grace Church which runs Jubilee House, the only day shelter in Traverse City during the non-winter months, asking the City for resources in order to keep the shelter open successfully. Howard noted that the day shelter is important to the Main Library as statistics show that behavioral incidents increase when there is no day shelter available. She asked the board if they would like her to draft a letter of support on behalf of the TADL board to support the request from Grace Church. Following some discussion, it was agreed that a letter from the library supporting the community need for a day shelter, regardless of where it's located or how it is funded would be appropriate. Howard will draft a letter to the

City Commission and bring it back to the board at the August meeting for their review and/or signature.

10. **Public Comment**

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

11. **Trustee Comment**

Gedman expressed gratitude for his family member's positive experience at TADL and thanked staff for the kindness that was experienced.

Odgers complimented Howard and Brady for the recent postcard mailing to the community. It was an excellent educational piece.

12. **Closed Session (if needed)**

A closed session was not needed.

13. **Adjournment**

With a motion to adjourn by Beuthin, supported by Jones, President Pakieser adjourned the meeting at 4:58pm.

Respectfully submitted,

Approved by board vote on August 21, 2025

V. Carpenter, Recording Secretary

S. Gedman, Board Secretary