



**TADL Board of Trustees
Finance & Facilities Committee**

October 7, 2025

2:00 pm ~ Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: P. Deyo and J. Jones in person and S. Odgers virtually, Trustees. D. Baldwin, B. Boulter, and M. Howard, staff.

Agenda Approval: It was motioned by Jones and seconded by Deyo to approve the agenda as amended by adding the Library Foundation under Finance and facilities Project spreadsheet under Facilities. All were in favor. The agenda was approved.

Minutes Approval: It was motioned by Deyo and seconded by Odgers that the minutes from the August 12, 2025, Finance and Facilities Committee be approved. All were in favor. The minutes were approved.

Public Comment: Odgers made a comment that with Jones not reapplying to the TADL Board, there will be an opening. All applications are due to Grand Traverse County by October 20, 2025.

Finance:

1. Carpet/Renovation Update

Howard explained that there is no new information to provide about this project but more information should be coming in the next few weeks. Howard did not give Library Design Associates (LDA) a deadline for this project but it is planned to be happening late Spring 2026.

2. Roof Update

Boulter provided a written and verbal update. The latest inspection is showing some deterioration of the roof. The gutters were full of roofing "grit" which has been all cleaned up. Howard and Boulter plan on working on an RFP in 2026 with new shingles in 2027. In the meantime, Boulter will watch the roof during this winter. Boulter and Howard will research solar panels and shingle pros and cons. Howard and Baldwin will work on a budget for this replacement.

3. Request for Proposals for Cleaning Services

Boulter has gotten some inquiries about cleaning services at the library and feels it is time to do an RFP for these services. It has been quite some years since an RFP was issued for cleaning services. It was motioned by Deyo and supported by Jones to ask the Board to support Howard and Boulter issuing an RFP for cleaning services. All were in favor and

the motion passed.

4. Library Foundation

Howard explained that many libraries have a Foundation as a way to provide additional financial security. She will continue to research this and report back to the committee.

Facilities:

1. Facilities Project Spreadsheet

Deyo suggest Howard and Boulter create a facilities project spreadsheet to better track projects. Howard agreed this is a great idea and will have one ready by the next meeting.

2. Director Review and Compensation

Due to a miscommunication, none of the Trustees had seen the Director Review summary. After some discussion and questions, it was decided that the Trustees will discuss the review and compensation at the October Board meeting.

Next Meeting Date / Time: November 4, 2025 at 2:00 pm

Next Meeting Topic Suggestions: Carpet, Roof, Excess Funds from 2024, 2026 Budget, Facilities Spreadsheet

Public Comment: None.

Adjournment: It was motioned by Jones and seconded by Deyo to adjourn. The motion passed and the meeting adjourned at 3:08 p.m.