



TADL Board of Trustees Policy and Personnel Committee

September 6, 2022
10:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: M. Pakieser, M. Vickery, J. Wescott, Trustees; M. Howard, staff.

Agenda Approval: The agenda was approved.

Minutes Approval: The minutes of the August 2, 2022 meeting were approved.

Public Comment: There was none.

Policy:

Review: 7.1 Conflict of Interest

This policy was reviewed with no changes necessary.

Review: 7.5 Nepotism

This policy was reviewed with no changes necessary.

Revision: 7.2 Drug Free Workplace

Howard mentioned that this policy had not been updated since 2003 and has been sent to attorney Adams for review and revision.

Revision: 7.3 Recognitions Policy

Howard explained some suggested changes. Trustees are seeking legal review to see if it is legal to give employee gifts which struck them all as inappropriate. Howard will review with attorney Zeits and bring any changes to the October Policy meeting.

Remove: 7.4 Volunteers (incorporated into 7.3)

Trustees are seeking legal review and feel this policy is necessary.

Remove: 7.6 Use of Supplemental Substitute Employees

Howard indicated that this policy was very out of date and covered by the employee manual and Union contract. Howard will review with attorney Zeits and either bring it to the October Board meeting or the October Policy meeting depending on the plan of action.

Remove: 7.7 Discontinuance of TADL Email and Phone during Unpaid Leave

Howard indicated that this policy was operational, and covered by the employee manual and Union contract. Howard will review with attorney Zeits and either bring it to the October Board meeting or the October Policy meeting depending on the plan of action.

Remove: 7.9 Remote Work Policy

Howard explained that this policy was created in response to a Michigan Occupational Safety and Health Administration Emergency Order in October 2020. The Emergency Order has been rescinded so Howard is asking to remove this policy as she works toward a more encompassing Remote Work Policy.

Revision: 1.4 Traverse Area District Library Trustee Ethics Statement revised to Trustee Statement and Code of Ethics and Remove: 7.8 Code of Ethics for TADL Employees (incorporated into 1.4) • Bylaws change

Howard explained how these two policies are redundant for Trustees. Trustees agreed and Howard will craft a combined statement to be adopted under Policy 1.4 and bring it to the October Board meeting.

Personnel:

Director Review

Trustees discussed how quickly the Director Review happens every year. Trustees expressed interest in a 360 review seeing that this is Howard's third year as director. Howard will research some options to bring to the October meeting.

Next Meeting Date / Time: October 4, 2022 at 10:00 am.

Next Meeting Topic Suggestions: Continued Policy Review;

Public Comment: None

Adjournment: The meeting adjourned at 11:27 am.