



TADL Board of Trustees Policy and Personnel Committee

November 1, 2022
10:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: M. Pakieser, J. Wescott, Trustees; M. Vickery was excused. D. Radjenovich, D. Baldwin, M. Myers, M. Howard, staff.

Agenda Approval: The agenda was approved.

Minutes Approval: The minutes of the October 4, 2022 meeting were approved.

Public Comment: There was none.

Personnel:

Director Review

This is discussed in December as Vickery was absent. Radjenovich announced her retirement effective January 31, 2023 and introduced Danielle Baldwin who was hired from within to the position of Business Manager. Baldwin's job will be posted per the Union Contract.

Policy:

Condensing categories in the Policy Manual

Howard explained that her and V. Carpenter are working to condense the Policy Manual into 5 categories instead of 7. The final list will be presented at the December meeting.

Reaffirm and Renumber

Howard explained that the below policies had no editorial changes but are being renumbered to fit the condensing of the Policy Manual. All Trustees were in favor to forward this to the November Board meeting.

- 4.9 Speech Related Activity Policy (to 4.5)
- 4.14 Mobile Library Services Policy (to 3.5)
- 4.8 Digital Device and Internet Acceptable Use Policy to (to 3.6)
- 4.10 Opioid Antagonist Administration Policy and Procedures (to 7.6)
- 4.15 Social Media Policy (to 7.7)
- 5.4 American Library Association's "Freedom to Read" (to 1.9)
- 5.5 American Library Association's "Freedom to View" (to 1.10)
- 5.6 American Library Association's "Library Bill of Rights" (to 1.11)

Revise and Renumber:

- 6.1 Interlibrary Loan Policy to (to 3.4)
 - Howard explained the revisions to this policy as requested by the Adult Services Staff who provide ILL Services. All Trustees were in favor to forward this to the November Board meeting.
- 6.3 Public Relations Policy (to 7.8)
 - Howard explained the changes to this policy. Howard will forward to K. Zeits for legal review, and then on to the November Board meeting.

Revise:

- 3.1 Borrowing and Library Account Policy (incorporates 5.3 Access to Collection Materials Based on Age)
 - In order to condense the policies into logical areas, Howard would like to combine Policy 5.3 into Policy 3.1. All Trustees were in favor to forward this to the November Board meeting.
- 3.2 3D Printing Policy
 - There are only minor changes to this policy as 3-D printing technology has changed since this policy was first implemented. All Trustees were in favor to forward this to the November Board meeting.
- 3.3 Library of Things Policy
 - Howard explain that there are only minor changes to this policy. All Trustees were in favor to forward this to the November Board meeting.
- 4.2 Smoke and Tobacco Free Campus
 - The Trustees discussed how this policy was first created in 2019 and now needs some additional information added to it in light of recent incidents. Howard will forward to K. Zeits for legal review and then forward to the November Board meeting.

Remove:

- 4.4 Bicycle Policy
 - Howard explained that this policy is really procedure and would like to remove it from the Policy Manual. All Trustees were in favor to forward this to the November Board meeting.
- 5.3 Access to Collection Materials Based on Age
 - This Policy needs to be removed because the information was combined into Policy 3.1. All Trustees were in favor to forward this to the November Board meeting.

New Policy Review: 7.3 Workplace Relationship Policy

Howard spoke with J. Adams, legal counsel, regarding this policy after the question raised at the October Board meeting. After some discussion, all Trustees were in favor to forward this to the November Board meeting.

Next Meeting Date / Time: December 6, 2022 at 10:00 am.

Next Meeting Topic Suggestions: Continued Policy Review including Finance Policies.
Pakieser mentioned she will not be at the December meeting.

Public Comment: None

Adjournment: The meeting adjourned at 10:47 am.