



## TADL Board of Trustees Policy and Personnel Committee

April 4, 2023  
10:00 am Thirlby Room

610 Woodmere Ave. / Traverse City, MI / 49686

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**Attendance:** J. Wescott, and M. Pakieser, Trustees. M. Vickery was excused. M. Myers, M. Howard, staff. K. Zeits, legal counsel.

**Agenda Approval:** The agenda was approved as amended.

**Minutes Approval:** The minutes of the February 7, 2023 meeting were approved.

**Public Comment:** There was none.

### **Policy Committee:**

- **Policy 3.1 – Revisions**

Howard explained that there were a few changes needed that reflected TADL's current practice with regard to Northland Library Cooperative and residents of the Cooperative's service area. All were in support of the changes and asked Howard to put it on the April Board Agenda.

### **Personnel Committee:**

- **Director Review**

All Trustees agreed that this was a good process. They particularly appreciated having the staff reviews prior to the Board review.

- **Director Contract**

Zeits explained her recommendation that the Director contract be amended to include a clause to provide that any raise the Board may approve for the Director following the yearly review would be effective as of January 1 of each year. This aligns with the Board's past practice and intent. It is recommended that this be expressly set forth in the Agreement to be clear with respect to the effective date of any raise for the Director. This will also encourage the Board to complete the review and make any pay changes prior to January 1st of each year.

The amendment will also reflect that any salary increase approved by the Board for 2023 will be paid in one lump sum for the difference between the amount paid based on the Director's 2022 salary from January 1, 2023, through the date of the Amendment and the salary approved by the Board for 2023 and thereafter such salary shall be paid on a bi-weekly basis in the same manner other employees of TADL are paid.

Zeits is also working with Ms. Janis Adams to amend the contract based on the Kent District Library Director Contract to include an enhanced termination clause if the Director is terminated by the Board because the Director refuses to violate the law or ban from or permit in circulation a book in a manner inconsistent with TADL's Collection Materials Selection Policy consistent with the Personnel Committee's recommendation and request. This will be a 3-year severance agreement.

Finally, the Committee discussed changing the current year-to-year term to three (3) years.

Pakieser made a motion to recommend these amendments to the Director's employment agreement to the Board at the April meeting. Wescott was in favor.

- **Director Review Process**

Howard led a discussion about what was the best way to adopt a plan for the Director Review Process that is followed by the Board with the review happening in September or October. Any change in pay would be included and incorporated into the following year's budget. Zeits suggested that this become a Board adopted policy. Zeits and Howard will work together to create this policy.

- **Succession Plan**

Similar to the Director Evaluation, Zeits suggested that this be put into a Policy.

**Other:**

- **Board meeting Book Challenge Practice**

Howard explained the process that should be followed if a member of the public attends a meeting to complain about a book during public comment. The member of the public will have 3 minutes to comment per TADL bylaws. Trustees need to remember to not respond to the member of the public including answering questions. Members of the public could be reminded about the library's Request for Reconsideration form. If Trustees do want to have a discussion, it is important to defend the library policy not an individual item. To discuss an individual item, the patron must fill out the Request for Reconsideration form.

**Next Meeting Date / Time:** June 7, 2023 at 10:00 am.

**Next Meeting Topic Suggestions:** Library Director Review and Succession Plan Policy.

**Public Comment:** None

**Adjournment:** The meeting adjourned at 11:08 am.