



## Board of Trustees Regular Meeting

MINUTES (approved)

Thursday, May 19, 2022 at 4:00pm

Interlochen Public Library

9411 Tenth St., Interlochen, MI 49643

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### 1. Call to Order

The meeting was called to order by President Odgers at 4:10pm. Present were: Pakieser (Vice President); Sullivan (Treasurer); Wescott (Secretary); Deyo, and Jones (Trustees); Odgers (President) attended by Zoom. Vickery was absent. Also present were: Howard (Director); Radjenovich (Assistant Director for Finance and Human Resources); 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.

Since President Odgers was attending remotely by phone, Vice President Pakieser asked the Trustees present if they agreed to President Odgers leading the meeting remotely. It was MOVED by Wescott, SUPPORTED by Deyo, to allow President Odgers to lead the meeting remotely. Jones recommended not asking President Odgers to lead the meeting since the Wi-Fi connection was not optimal for the President to speak, there was hearing distortion both ways, and without being present President Odgers could not recognize hands up, etc. It was MOVED by Jones, SUPPORTED by Sullivan, to proceed with Vice President Pakieser to run the meeting.

President Odgers expressed her support for what is best for the group but would like an ADA accommodation to vote and make comments. Zeits (Counsel) noted that under the Open Meetings Act President Odgers' vote would not technically count and suggested allowing the vote, but if a vote was close or caused a tie, it would be handled at that time.

Wescott and Deyo withdrew their motion and support. Motion by Jones CARRIED.

### 3. Approval of the Agenda

It was MOVED by Sullivan, SUPPORTED by Wescott, to approve the agenda as presented. Motion CARRIED.

### 4. Public Comment

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

### 5. Approval of Minutes

#### a. *Regular Meeting of April 21, 2022*

It was MOVED by Jones, SUPPORTED by Wescott, to approve the regular meeting minutes of April 21, 2022 as presented. Motion CARRIED.

### 6. Presentation – Ashley Halladay-Schmandt, Director of the Northwest Michigan Coalition to End Homelessness

Halladay-Schmandt addressed the public letter released by the TADL board regarding the need for a Day Shelter for the homeless and increasing behavioral issues impacting the Library. She stated that the Coalition does not believe that the Library should be the de facto Day Shelter and applauded the Library for its initiative and desire to become a partner in finding a solution to the community issue of homelessness. Halladay-Schmandt discussed the need for increased housing options, the addition of a community police officer focused on the 8<sup>th</sup> Street corridor, increased day shelter options, more support for addiction treatment and mental health service in the community, among other resources. Halladay-Schmandt answered several questions from the trustees and invited representatives from the Library to attend their next meeting.

## 7. Reports and Communications

### a. Director Report | Departmental Reports

Howard confirmed her written report and added the following:

- Howard received two complimentary letters regarding staff members.
- Meeting rooms are being rented by patrons again after closure from the pandemic.
- Howard explained that a diversity audit is when the Library looks at every book in the collection and examines the parameters of views and people represented or not represented, as a way to round out missing items.

Trustees Pakieser and Deyo attended the TADL MakerFest noting that it was fun, educational, and run very well.

### b. Financial Reports

Radjenovich confirmed her written report for April and noted the following:

- Revenues: A small community grant recently received from the Grand Traverse Community Foundation has been applied to the Bookmobile. Sale of the swag items is still going strong.
- Expenses: Expenditures are in good standing.

### c. Member Library Reports

- Jennifer Thomet, Director of Interlochen Public Library, reported that the Fiends of IPL have a plant sale coming up. For the Summer months IPL will hold InterTalk, where patrons perform a story from their life in 10-15 minutes. IPL will also be starting a Robotics Club with grant money received. Thomet introduced IPL board members present at the meeting.
- Kendall Spratt, Director of Fife Lake Public Library, reported that FLPL is looking at an expansion project, with the big goal of bringing more young people into the library. The existing school libraries are outdated, and contracting with the school and providing services to the students has been very successful. FLPL is becoming a part of the AmeriCorps Vista program, at no cost to FLPL, to expand library services to the students.

A written report was included in the board packet from Vicki Shurly, Director of Peninsula Community Library.

### d. Committee Reports

- Finance and Facilities and Services Committee – Jones noted that the committee had met and the bathroom renovation RFP is on hold until a new Facilities Manager is on board, and

the roof project is on hold waiting for results of the temperature reading. The committee recommended renewing the book leasing program and increasing the amount for the bookmobile interior build-out, both items later on the agenda.

- Policy and Personnel Committee – Wescott noted that the committee had met and discussed a forum article for submission to the Traverse City Record Eagle. They discussed and recommended approval of several policies later on the agenda.

e. *Other Reports and Communications*

- Friends’ Report – Donna Hornberger, TADL Friends Board President  
Hornberger reported that the June book sale will be open to the public for three days this year. Friends of TADL members will get half price on books.

8. **Old Business**

a. *Policy Revision: 1.1 Bylaws of Traverse Area District Library Board of Trustees*

Howard noted that Zeits (Counsel) has already reviewed the bylaws. It was **MOVED** by Jones, **SUPPORTED** by Sullivan, to amend the bylaws as presented. Pakieser emphasized that intent of the Consent Calendar was to facilitate movement of the agenda while giving the trustees an option to pull a topic from it for more discussion if desired. Motion **CARRIED**.

b. *Policy Revision: 2.4 Disposal of Materials, Furniture, and Equipment Policy & Policy Removal: 5.2 Disposal of Withdrawn Collection Materials Policy*

With the recommendation of the Policy and Personnel Committee, it was **MOVED** by Jones, **SUPPORTED** by Wescott, to remove policy 5.2 Disposal of Withdrawn Collection Materials as the information is included in the revised policy 2.4. Motion **CARRIED**.

It was **MOVED** by Sullivan, **SUPPORTED** by Jones, to approve the revision to policy 2.4 Disposal of Materials, Furniture, and Equipment Policy as presented. Motion **CARRIED**.

c. *Policy Revision: 4.8 Digital Device and Internet Acceptable Use Policy*

It was **MOVED** by Jones, **SUPPORTED** by Wescott to approve the verbiage revisions to policy 4.8 Digital Device and Internet Acceptable Use Policy as presented. Motion **CARRIED**.

d. *Policy Review: 4.10 Opioid Antagonist Administration Policy and Procedures*

It was **MOVED** by Deyo, **SUPPORTED** by Wescott, to approve the review of policy 4.10 Opioid Antagonist Administration Policy and Procedures as presented. No information was changed in the review. Jones requested that the board of trustees receive Naloxone training at their next board retreat. Motion **CARRIED**.

e. *Renewal of the McNaughton Book Leasing Program*

The McNaughton book leasing trial phase has been working out well and Howard would like to continue with the service. It was **MOVED** by Jones, **SUPPORTED** by Sullivan to renew the McNaughton book leasing service from July 2022 through June 2023, for \$64,080. Howard noted that if the renewal payment is made before June 2, 2022, TADL would receive a 2% discount on the total price. A roll call vote was taken with the following results:

Deyo – aye	Sullivan – aye	Vickery – absent
Wescott – aye	Pakieser – aye	
Odgers – aye	Jones – aye	

Motion **CARRIED** with 6 ayes.

f. *Resolution: Increase in Approved Amount for the Bookmobile Interior*

With a recommendation from the Finance and Facilities Committee, it was MOVED by Jones, SUPPORTED by Deyo, to approve an increase in the amount of the expenditure for the build-out of the bookmobile interior due to increased prices since the original bid request, in an amount not to exceed \$35,000. A roll call vote was taken with the following results:

Deyo – aye	Sullivan – aye	Vickery – absent
Wescott – aye	Pakieser – aye	
Odgers – aye	Jones – aye	

Motion CARRIED with 6 ayes.

9. **New Business**

a. *Discussion Regarding Banned/Challenged Books*

The board was provided with several articles on Banned Books. As part of the TADL polices, the TADL Board of Trustees previously affirmed and approved the American Library Association's (ALA) Freedom To Read and Freedom To View polices as foundations of the Traverse Area District Library. The trustees discussed and asked questions about book challenges and how they are handled. Howard emphasized that it is the Library's job to make all materials accessible to all patrons and does not interfere with parenting roles. She feels that, with the ALA policies and TADL's Collection Development policy, the Library is equipped and prepared to respond to any materials challenge.

b. *Proposed Forum Article*

Howard gave credit to Brady, Marketing and Communications Manager, for the revised forum article presented. It was MOVED by Jones, SUPPORTED by Wescott, to accept the forum article and submit it to the Traverse City Record Eagle for publishing. Sullivan suggested sending it to the Northern Express magazine as well. Motion CARRIED.

10. **Public Comment**

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

11. **Trustee Comment**

With a general consensus, the trustees were glad that the board's day shelter letter was effective in garnering some movement in further addressing homelessness in the community.

Vice President Pakieser thanked the Interlochen Public Library for graciously hosting the TADL board meeting.

12. **Adjournment**

With a motion to adjourn by Jones, supported by Wescott, Vice President Pakieser adjourned the meeting at 5:44pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on June 16, 2022



J. Wescott, Board Secretary