



AGENDA

Board of Trustees Regular Meeting
Thursday, October 15, 2020 at 4:00pm
McGuire Community Room
610 Woodmere Ave. Traverse City, MI 49686

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment***
5. **Approval of Minutes**
 - a. [Regular Meeting of September 17, 2020](#)
6. **Reports and Communications**
 - a. [Director Report](#) | [Departmental Reports](#)
 - b. Financial Reports – [Expenses](#) | [Revenues](#)
 - c. Member Library Reports – FLPL | IPL | [PCL](#)
 - d. Committee Reports
 1. Finance & Facilities and Services Committee – [September 15, 2020](#)
 2. Policy & Personnel Committee – [October 6, 2020](#)
 - e. Other Reports and Communications
 1. Friends' Report – Doug Weaver, President Friends of TADL
7. **Old Business**
 - a. Policy Revision – [4.1 Behavior Policy](#)
 - b. Policy Revision – [4.5 Bulletin Board and Brochures Policy](#)
 - c. Policy Approval – [1.8 Remote Participation Policy](#)
 - d. [District Library Agreement Update](#)
8. **New Business**
 - a. New Policy – [4.12 Display Case Policy](#)
 - b. Future Board Meeting Format Discussion
 - c. Close East Bay Branch Library on Wednesday, November 4, 2020 for Election Ballot Counting
 - d. Purchase Approval of New Servers of an Amount Not To Exceed \$44,000
9. **Public Comment***
10. **Trustee Comment**
11. **Adjournment**

* If you wish to speak during the Public Comment section of the meeting, please (1) wait until you are recognized; (2) approach the podium and use the microphone; (3) state your name and the county and township or city in which you reside; and (4) limit your comments to 5 minutes. Please sign in at the podium.



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, September 17, 2020 at 4:00pm
Virtual Meeting via Zoom

1. Call to Order

The meeting was called to order by President Jones at 4:03pm. By voice roll call, present were: Jones (President), Odgers (Vice President), Sullivan (Treasurer), Pakieser (Secretary), Wescott, Trustee (arrived at 4:14pm), and Vickery, Trustee (left at 5:33pm). Also present were: Zeits (Counsel), Howard (Director), Radjenovich (Business Manager), Olson (Zoom Moderator), and Carpenter (Staff).

2. Pledge of Allegiance

Because an American flag was not present and available to all members participating in the virtual meeting President Jones eliminated the Pledge of Allegiance from the September 17, 2020 agenda.

3. Approval of Agenda

It was MOVED by Odgers, SUPPORTED by Pakieser, to approve the agenda as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

4. Public Comment

President Jones opened the floor for public comment. There was none by attendees Brady, McKenna, and Carrier, or submitted via email or chat.

5. Approval of Minutes

a. *Regular Meeting of August 20, 2020*

It was MOVED by Sullivan, SUPPORTED by Odgers, to approve the regular meeting minutes of August 20, 2020 as presented. President Jones noted a missing word ‘no’ in the last line of the commentary under New Business item b between the words ‘are’ and ‘longer’. Sullivan, supported by Odgers, amended her motion to add the word ‘no’ as indicated. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

6. Reports and Communications

a. *Director Report*

Howard confirmed her written report and added the following:

- Howard did a quick operational status survey of Michigan’s large, Class 6 libraries. Of the 41 Class 6 libraries, TADL is one (1) of seven (7) that are open for *in building* service. Most are operating curbside only. TADL also has the longest hours of operation of the libraries surveyed. Howard is proud of the staff for their hard work and dedication, and leading the pack keeping the library open safely during the pandemic.
- Howard noted that although an October in-person board meeting was possible for a brief time under Executive Order 202-176, a new Executive Order was just released rescinding that ability, again limiting public meetings to groups of 10 or less, thereby determining virtual board meetings as the likely format for the foreseeable future.

- A Civics Happy Hour special event will take place on the front lawn of the library, September 22nd. This is a partnership with the League of Women Voters and the regional Census Bureau where community members can register to vote, fill out the Census form, and get a library card during Library Card Sign-up month.
- Andy Schuck, Youth Services Coordinator, in collaboration with Newton's Road, applied for and received an LSTA Accessing Information grant for over \$14,000. This grant will be used toward community outreach by packaging and distributing STEM kits for regional libraries modeled after those designed and created by TADL.
- To keep up employee moral during this difficult time, and with Counsel's affirmation on the ability to use some of the budget for staff morale, Howard plans to use a portion of the awards and recognitions budget toward the well-being of all TADL staff.

President Jones noted that Administrative Reports were included in the board packet. He inquired further about the trauma informed librarianship approach mentioned in McKenna's report. McKenna explained that the book shared with her staff was directed at librarians. She gave an overview of the basic concept and agreed to share any pertinent information from the book with the board.

Odgers inquired whether TADL had experienced any controversial hate literature showing up in the local Little Free Libraries as the Manistee community has. Howard indicated that there was one incident sometime last year with hate material on the building.

b. *Financial Reports*

Radjenovich provided a detailed written review of the financial reports in the board packet and highlighted the following:

- Expenses – Departments are doing well at keeping costs down and the library will likely be able to stay within the budget despite the slight decrease in revenue this year.
- Revenues – The remaining penal fines from Benzie County have been received. TADL also received a \$2000 technology grant that will be used for laptops and hotspots for checkout. Heather Brady, Marketing and Communications Manager, set up an online store to purchase library promotional items. Cloth masks have been the most popular. Overdue fines have been reinstated and are bringing in a small amount of revenue. Rents and royalties decreased because pre-paid room rental fees, for pre-scheduled event dates during the closure of the meeting spaces, were refunded.

The board appreciated the new separation of COVID related costs on the financial reports.

c. *Member Library Reports*

- Renee Kelchak, Director of Interlochen Public Library (IPL), noted that circulation figures have been down but she feels that the reduced programming cuts down on patrons coming into the library. The patron count is half of what it was pre-pandemic, but craft kits have been extremely popular. IPL will be offering STEM kits, Launch pads that don't require internet usage, and 2 Wi-Fi hotspots. Kelchak thanked the IPL Friends for their hard work, fundraising, and support of the library.

Written reports were provided from Julie Kintner, Director of Fife Lake Public Library (FLPL), and Vicki Shurly, Director of Peninsula Community Library (PCL) and included in the board packet.

d. *Committee Reports*

- Finance and Facilities and Services Committee – Sullivan reported that the committee had met and heard a presentation by MERS representative Tony Radjenovich, who is speaking

later on the agenda. She also noted that member library agreements must be negotiated before December 2021.

- Policy and Personnel Committee – Vickery reported that the committee had met and discussed 2 policy items later on the agenda; item 9a for discussion and item 9b for approval. On the personnel side, the committee recognized the extra challenges that the staff are handling, the pressure and impact of the last several months on the staff, and recognized that the cumulative effect of these extraordinary circumstances and the fatigue are real and unusual. Vickery noted that the board recognizes and emphasized the importance and need for staff to be able to balance their home and work life during this time. Director Howard’s annual review is in process. All trustees have been asked to submit feedback to the committee and the Director review will be brought to the October or November board meeting for presentation.

e. *Other Reports and Communications*

- Friends’ Report – Doug Weaver, TADL Friends Board President
Weaver reported that the Friends will hold a curbside bagged book sale in December instead of the traditional September sale in the library’s community room. The sale will be marketed for the holidays. The Friends of TADL are celebrating 23 years and will host an October 23 mile walk-a-thon where participants can walk the miles within the month and receive a TADL swag item for completion. A read-a-thon is planned for the winter and book discussion groups should start in January.

7. **Presentation: Tony Radjenovich, Municipal Employees’ Retirement System of Michigan**
MERS regional manager, Tony Radjenovich, provided a brief historical overview of the MERS plans available to eligible TADL employees, the current status of the plans, and how the benefits are calculated. When MERS of Michigan was adopted employees entered into a defined benefit plan, which is a lifetime benefit. In November of 2016 the defined benefit plan was frozen at the value as of that date and the employees at that time and all eligible future employees entered into a defined contribution plan moving forward. Currently there are 34 TADL employees collecting a defined benefit payment with an average of \$12,000 per year and the plan is 84% funded. Radjenovich noted that if the library made its minimum required payments the plan is projected to be fully funded in 2040. In response to a question from Odgers regarding a goal to be 100% funded, he noted that depending on the board’s goals it may or may not be advisable to focus solely on obtaining 100% funding of the pension liability since there are many variables to consider .

8. **Old Business**

a. *Memo – Budget Approvals*

It was MOVED by Sullivan, SUPPORTED by Pakieser, to approve payment to Spence Brothers in the amount of \$208,916.76, leaving a balance of \$32,899.00 in the contract as presented in Howard’s memo to the board. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes.

b. *Memo – Budget Approvals*

It was MOVED by Sullivan, SUPPORTED by Wescott, to approve up to \$14,000 from the Public Improvement Fund for upgrades to the McGuire Community Room microphone system as presented in Howard’s memo to the board. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 ayes.

9. **New Business**

a. *Remote Participation at Meeting by TADL Board Members*

Vickery, Policy Committee Chair, noted that a remote participation policy has been an on-going discussion at the policy committee level and opened up the conversation to the full board for input and direction as to whether to continue the discussion or to let it go at this time. Discussion ensued with an emphasis that the policy is about how to facilitate a trustee participating remotely, who is absent from the face to face meeting, and not about meetings becoming remote or electronically mediated. Vickery noted TADL has the technical capability to handle trending remote participation at meetings; however, it is important to create a policy that protects the principles of the Open Meetings Act. Zeits' (Counsel) opinion was that the general public's perception of remote meetings is different now than it was pre-COVID and noted that she had included within the policy draft that remote participants count toward a meeting quorum. The draft policy language would also protect decisions made by the board when there is remote participation should a decision be challenged. More discussion took place regarding format, parameters, and technical challenges, with Pakieser noting that her experience with remote participation at other institutions has been positive and successful. Unanimously agreed that there is an upward trend toward conducting business remotely, Vickery concluded that the committee will continue to delve into and pursue refining the policy draft with the intention to bring back to the board at a future date.

b. *New Policy Approval – 4.12 Art Exhibition*

Vickery gave a brief introduction of the new art exhibition policy governing a piece of creative material hosted at the library as part of a program or on loan in the gallery spaces located on library property. Zeits indicated that the policy is a collection of guidelines protecting liability issues and library usage rights. It also describes the artist responsibilities. It was MOVED by Vickery, SUPPORTED by Pakieser, to support and adopt the new art exhibition policy as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 ayes.

10. **Public Comment**

President Jones opened the floor for public comment. Carrier inquired whether artists could put price tags on works of art displayed at the library. It was confirmed that they could, but a sales transaction was not allowed on library property.

11. **Trustee Comment**

Pakieser added that the current board of trustees has always conducted meetings face to face, but should consider that the younger digital generation views connection differently and that by developing a policy for remote participation today would also be developing a policy that considers future board members.

12. **Adjournment**

With a motion to adjourn by Sullivan, supported by Pakieser, a roll call vote with the following results:

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

Motion CARRIED with 5 ayes. President Jones adjourned the meeting at 5:36pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on October 15, 2020



M. Pakieser, Board Secretary



Board of Library Trustees Regular Meeting
Library Director Report
 Meeting Date: **October 15, 2020**

TRAVERSE AREA DISTRICT
LIBRARY

Library Activity

For a graphical presentation of the statistical information included below, please visit the link: [online TADL dashboard](#).

Circulation Transactions			
Year-to-date activity			
As of month end	Print/audio/video Circulation	Electronic books/audio/video	Total Circulation/Electronic Usage
September 2019	832,355	167,587	999,942
September 2020	438,610	218,408	657,018

Lending

Physical item circulation decreased 47.2% in September from the previous year. Circulation is definitely increasing as last month the decrease was 50.2%. While I don't see us matching 2019 numbers, patrons are definitely closing the gap especially as MEL lending has returned to almost normal numbers.

E-Book, magazine, downloadable audiobook and database utilization

In September, electronic use accounted for 33% of all collection utilization versus 16.8% for September 2019. Year-to-date usage of electronic resources increased 57% from 2019.

Visitors – Woodmere, East Bay and Kingsley Facilities

In September 2020, an average of 853 visitors per day visited our main library and two branches up from 799 in August. The average was 1,625 in 2019. With EBB library being closed to patrons, Main Library saw a 53% decrease and Kingsley Branch library only saw a 27% decrease in visitors. The busiest day was Tuesday, September 8th with 1,127 visitors. Overall, 21,315 people visited one of our locations in September. While patron counts are still low, they are continuing to increase.

Public Computing

While still significantly below our normal numbers because we were closed for over 3 months, we are seeing more use in the computer lab. We have a 69% decrease in use as compared to 2019 but last month it was a 73% decrease. Allowing patrons additional time is helping both our patrons and our use of the computer lab.

Additions to the Collection

In September 2020, 3,105 items were added to the collection compared to 2,518 in September 2019.

Finances

With the help of all the departments, we are looking on track for the 2020 budget. Through careful spending, we will hopefully get a few larger items done before the end of the year. Some very good news is the State of Michigan has put an extra \$1 million in the Library budget. A huge thank you to Senator Wayne Schmitt for being instrumental in that. It results in an extra \$7,000 in our budget which is greatly appreciated!

Facilities

We continue to monitor the latest scientific information, and with increased evidence of airborne contagion of coronavirus, late last week, we added a bipolar ionization component to our HVAC system to increase air quality in the building. For a complete listing of everything happening, please see Bruce's facility report in the Department Reports.

Staffing

Please welcome Shannon Wilton to the Sight and Sound Department! Shannon was employed at Fife Lake Public Library before coming to the Main Library.

Other News

You will notice the Main Library has a new Peace Pole near the drive through. This gift was generously donated and installed by the Veterans for Peace Chapter 50 Traverse City, MI. Like I said on the day of the installation, I think if we all read more, there would be more peace in the world.

I am happy to say I've been working with the TBA/ISD and we are going to be a location for up to 2 classes of Special Education Student Volunteers this semester. Students will help us remove books from quarantine, put books on carts, dust, along with other tasks. Students will be accompanied by a teacher while they are in the building.

Finally, October 1st was my one-year anniversary as the director. While it is nothing like I expected because of the pandemic, it has been my honor and privilege to serve this community and this board during these troubling times. I am incredibly proud of what we have accomplished, and looking forward to many more challenges and successes together.

TADL Operations

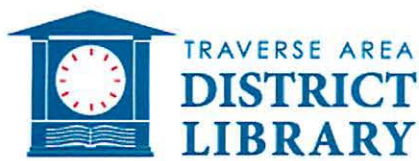
Please see the departmental reports for a more in-depth look at what is happening at the Main Library and East Bay and Kingsley branches.

Happy Halloween!

Michele P. Howard
Library Director

Adult Services

- The TADL community successfully navigated the transition of all of the ebooks from the RB Digital platform to OverDrive on September 17th. The purchase of RB Digital by OverDrive's parent company prompted this transfer of materials from one platform to another. OverDrive is still working on how they will accommodate the RB Digital magazines and their platform. So for now, magazines will still be available through RB Digital. The maximum number of checkouts in OverDrive was increased to 15 per month, instead of the previous 10, to accommodate users who were used to being able to check out the maximum number of ebooks on both platforms previously.
- Melissa McKenna, Michele Howard, Betsy Myers, and Alicia Walker, along with Circulation Dept staff, all participated in outreach to Safe Harbor's day shelter during their last three days of operation - Sept 28th, 29th, & 30th from 1-3pm. We wanted to try to get to know the community a bit better and make sure they knew that the library was a place for them to visit during the weeks the shelter will be closed. We took over the Book Bike, gave away free paperbacks, and had the ability to register people for library cards. We also provided bookmarks that listed our new COVID policies and reiterated a few relevant TADL policies. We wanted to make sure people knew what to expect when they came to visit the library. Melissa found that getting to know Ryan and Rachel, who were the Goodwill employees running the day shelter, to be one of the most beneficial outcomes of the outreach. By showing our community of people experiencing homelessness that all of the organizations are working together and talking to each other, we can ensure a consistent and positive experience for everyone at the library.
- Programming for the month included participating in the Civics Happy Hour organized by Heather Brady; Roadside Reflections with Jackson Faulkner, which was an exploration of his photography of forgotten and abandoned homes and farms; hosting Traverse Area Historical Society's monthly meeting; and Getting Organized with Kate Sood, Michigan's only KonMari method trained professional. This last program had over 30 attendees for the live Zoom event!
- Melissa attended a meeting with Michele Howard, Heather Brady, and staff from the local MI Works office. We will be working on cross-promotion of each other's activities to assist those seeking employment, and possibly developing some new initiatives.
- The Book Bike is a weekly fixture at the Wednesday morning Farmers' Market again. Betsy Myers has been taking the bike every week, often accompanied by Circulation Dept staff. They sign people up for library cards and check out materials from the book bike. They also get to connect people with all of the other resources and programs going on at the library.
- Melissa also organized the annual renewal of magazines received in the departments at TADL Woodmere, as well as those for East Bay and Kingsley. Patrons may be unhappy to note that several of their favorite magazines did not survive the COVID shutdown (Oprah's magazine, Road & Track, and Marie Claire, just to name a few). However, we



Administrative Reports
for the month of September
(October 15, 2020 Board Meeting)

hope that they'll be pleased with some of the new Michigan-focused magazines we've purchased in their stead.

Respectfully submitted,
Melissa A. McKenna
Adult Services Coordinator

Youth Services

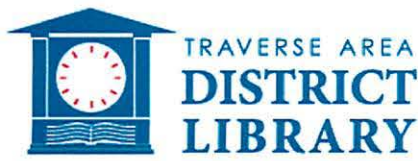
Youth Services kicked off the school year with our normal array of preschool storytimes and afterschool programs, except this year's were mostly virtual and on the new Youth Services Facebook page, [facebook.com/TADLKids](https://www.facebook.com/TADLKids). Attendance has been light at each of the programs, as families transition to a new school environment whether at home or in face to face learning. Screen fatigue, especially for younger children, is an issue that everyone is dealing with right now but we continue to offer 5 storytimes each week for our community and a variety of afterschool programming. New afterschool programs include our Tuesday night Mystery Theatre with Miss Linda and First Chapter Fridays with Mr. Andy or Mr. Matt (alternating).

Over the summer, we found success with meeting families where they are most comfortable which included the front lawn of the Main Library and on Zoom. Mr. Andy began offering his Storytime for Bigs program on Thursday mornings in a socially distanced, outdoor setting to good success. In addition, we collaborated with TBA-ISD's Farm to Table program to offer a Food Art program. We also started a monthly preschool yoga program with Just Bee Yoga & Well-Being on Saturdays. We celebrated Batman Day with a scavenger hunt, photo ops, and Batman Day prize packs, in addition to a recorded video message and book reading from the Dark Knight himself!

Our staff continue to make craft kits for our families, including a weekly preschool craft from Miss Linda's Storybag Stories programs and bi-weekly early elementary and tween crafts from our Full STEAM Ahead, Nature Makers, and Tween programming. Families love the opportunity to bring creative and educational crafts and activities home.

Because of the pandemic, we have explored many new ways of updating both our virtual programming and early literacy education. IT Director Scott Morey purchased us a new video camera to record both programs and educational clips for our community. Marketing Manager Heather Brady has been working with us to update web pages and the look of our virtual offerings.

In order to meet family needs, especially those homeschooling, we have been updating our STEM Kit offerings to include pre-made options that include both a STEM toy/item and a book on the topic. And to make STEM items more findable and appropriate for our different age groups, we have created a STEM Jr. category which have items that are chunkier and totalling



Administrative Reports
for the month of September
(October 15, 2020 Board Meeting)

less pieces, which appeals to parents of patrons in our 3 - 6 age range.

We are very excited to announce that we received an Improving Access to Information grant from the Library of Michigan and Library Services and Technology Act for our "STEM Kits in Regional Libraries" project with Newton's Road. Youth Coordinator Andy Schuck worked with Barb Termaat at Newton's Road to make this a reality. Over the course of the next year, we will help 10 regional libraries add STEM Kits to their collections, a boon for STEM learning in our region and libraries in general.

TADL staff are being recognized for their participation in the ExoLab project at TADL's Main, East Bay, and Kingsley Branch Libraries during the early winter, pre-COVID months of 2020. "ExoLab: Two Beans, Three Libraries, and the ISS" will be presented as part of October's Michigan Library Association conference. Participating staff include: Brian Carey (Kingsley), Michele Howard (Main), Rosie May (East Bay), and Andy Schuck (Main).

Statistics for attendance at youth Services programs as well as for reference questions were unavailable at the time of writing. They will be included in November's Board Report.

Andy Schuck
Youth Services Coordinator

Teen Services

In September Teen Services transitioned from summer crafts to fall crafts. Over the course of the summer we had 636 craft kits picked up. This encompassed 12 different crafts. We appear to have reached more teens with the take home crafts than we generally do with our in person summer programs. Next summer we may continue the take home crafts while we, hopefully, will once again offer in person programming. During the school year we plan on offering approximately one craft a month. September's embroidery hoop message boards were well received.

The Student Success Portal was launched in September. Multiple departments worked with Heather to get the web portal up and running in time for school to start. We also added a number of new print resources for our local students. Teen Services created a display above the magazines where staff can easily step in to help the students. We are still waiting for a number of the books we ordered to arrive, but hopefully the display will be filled out soon.

Linda Smith
Teen Services Coordinator

Sight & Sound



Administrative Reports
for the month of September
(October 15, 2020 Board Meeting)

Summertime's golden hour has come to pass, the shadows draw longer and the nights are cooler. It was truly a summer like none other, beautiful and relentless in its challenges. We continue to see new patrons, many now returning to Northern Michigan to find a simpler place to be. "This place is amazing... when did you re-decorate?" "2017-2018" I answered. "Oh cool, I haven't been here in over a decade. It looks so great in here!" "Wow, look at all that stuff."

I spent the first part of Sept. in preparation for the arrival of our new part time employee. Without any further delay we are very pleased to have hired Shannon Wilton to work in Sight & Sound. Shannon has history with the TADL System working for Fife Lake Public Library after finishing her IT degree at CMU. We are excited to welcome Shannon and very happy to have her on our team.

Meeting room activity has been limited to a few Summer Reading Club video shoots and a Blood Drive. We have another Blood Drive on Oct. 14. We are also planning to have a special use legal clinic for vets on Veterans day Nov. 11. This event is organized by the Grand Traverse Leelanau Antrim Bar Association and one of a very few uses by appointment only and limited to 10 people. The back half of the room use is still serving as the quarantine holding area.

Michele has asked me to improve microphone performance for TADL Board in the McGuire Room. The plan is coming together. I'm looking for the best results and using Scott and Ed to proofread my work.

- We will have holiday music ready for halloween and the other holiday that will remain unnamed.
- Keith has been training our new staff members of the joys of ECO Master disc repair unit work.
- Keith has also been sorting a steady increase in donations.
- Rich has been amazingly helpful preparing the Library of Things items for circulation.

On Aaron's Desk: Prepping AV for TADL Board meeting, performance evaluations and 2021 Budget cycle.

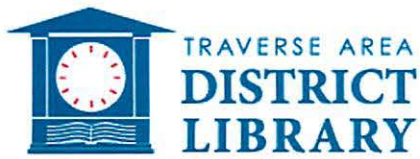
Thanks for reading.

Aaron

Circulation

Curbside is steady. We had 135 patrons use this service in September. TADL-wide we sent out 953 items in MeLCat and received 1424 items.

Kate Parvel and Bret Boulter assisted with the book bike at the farmer's market on Wednesdays. The library had a Civic's day on the front lawn. Kate and Bret were there signing



Administrative Reports
for the month of September
(October 15, 2020 Board Meeting)

up patrons for National Library Card sign up month. The library did some outreach with Safe Harbor on 9/28-9/30. Kate, Bret and I were there to help out.

Anita Chouinard
Circulation Coordinator

Marketing and Communications

New Initiatives

We're continuing to build on efforts we started last month as well as plan some exciting new initiatives we look forward to sharing in the updates to come. The Student Success Portal is up and running, to help achieve greater press coverage we paired the release with news of the grant we received in conjunction with Newton's Road. That story should be appearing in some publications over the coming week and it will be supported over the coming months with in-house promotions.

I'm continuing to work with the departments to develop new processes and support as things develop. I've also continued to build our stock of promotional [videos for items](#) (kits) in the collection. If you haven't looked at our YouTube channel in a while you might be surprised! On the print side, a new Welcome Packet for new cardholders is also in the works, and we hope to have it out yet this month.

Social Media

We started a [second page for Youth Services](#). The Youth Services is a community all it's own and as a group we felt they would be best served by their own page. TADLKids will serve our young families as a fun, child-centric Facebook home, and in time they will graduate to the main library Facebook page. Another bonus, this second Facebook page doubles our Facebook Live broadcasting capacity and allows another department to broadcast in any time slot.



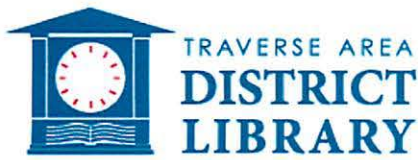
Community Event

I organized my first community event on 9/22 (National Voter Registration Day), a Civics Happy Hour event to promote Library Card Signup Month in conjunction with the League of Women Voters and Census 2020. It was very well received by the partnering organizations!



Store

Our store will have limited-edition holiday items showing up soon, locally sourced as much as possible. This will include mugs from a local artist, library-label coffee from a local roaster, and more. As a key hub of community culture, I'm hoping this effort will demonstrate our support for



Administrative Reports
for the month of September
(October 15, 2020 Board Meeting)

our local businesses and artists during this difficult time and provide our patrons a great chance to support the library at the same time. (The circulation desk does a great job marketing library items too!)

I've really appreciated the openness and support everyone has extended to me as I learn how best I can help everyone market their programs and services. I'm looking forward to my first holiday season with the library!

Heather Brady
Marketing & Communications Manager

HR & Finance

Human Resources – We had an abundance of great candidates to choose from in our search for a new Library Assistant in our Sight and Sound Dept. We are very excited to bring on board Shannon Wilton. Unfortunately, we are stealing her away from Fife Lake Public Library. We know that they will miss her and we thank them for the great job they did training her for her new position.

Open Enrollment for benefits is ending this week. We moved to a new online enrollment system and are doing away with paper forms which has been on my “to do” list for a while. I am giddy over this move to say the least!

Finance – Once again our revenues are remaining somewhat stagnant. Michele has been applying for every grant available to us and has received many of those that she applied for. However, some of that money may not be received this year but will be there for next year. Barring any large donations or a huge increase in sales, I've adjusted my revenue shortfall estimate to around \$95,000. With this in mind, as Michele and I work to complete next year's budget, we will also be looking at what adjustments will need to be made to this year's budget. We have a couple of large ticket items that we feel need to be completed yet this year if the budget allows.

Expenses are also holding steady as everyone is being conservative with their budgets. We will be meeting with the departments to give them a revised budget for the last couple months of the year. While we are going to be short on the revenue side, I don't foresee a problem staying within this reduced budget on the expense side. We have a few areas where we will be under budget due to being closed for three months which will be used to cover our shortfall in revenue and to pay for the needed expenditures. When looking at the Expenses sheet, the areas that we will most likely be pulling from are the Professional & Contractual Services, General Building & Grounds Maintenance, and Furniture/Equipment/Software. These are also the areas in which we need to make some expenditures this year for the ionization system to help clean the air for the safety of our patrons and employees; replacing the Evergreen servers; and technology upgrades to the McGuire room to be able to safely resume in person meetings.



Administrative Reports
for the month of September
(October 15, 2020 Board Meeting)

Deb Radjenovich
Business Manager

Facilities

In September we had to address various issues related to our HVAC equipment. The new humidifiers produce more pressure so I had condensate drains installed on the steam lines. The rubber collars that hold the steam pipes had to be replaced as well. During the annual inspection of our backflow preventers, the one attached to the irrigation system was found to be leaking. I bought a new one online and had it installed by Hurst. I replaced the prefilters in the air handlers and VAVs. This is normally done twice a year but with the increased outside air we are bringing in we may have to change them more often.

BATA asked for a meeting to discuss running power from one of our parking lot poles to light their bus shelter on the west side of Woodmere. The wattage on the light would be minimal and they would pay for the installation so we gave them the ok.

I met with a landscaper for a quote to repair some of the hardscape in the children's garden behind the library. We are responsible for the sidewalks, retaining walls, and benches and they handle the softscape i.e the plants, weeding, and such. We are looking to do a major reimaging of that area as it has outgrown the original landscape plan. The children's garden folks have already done a lot of work back there and come spring it is going to look awesome.

Finally, we had plexiglass barriers installed on the computer table and welcome desk at the Kingsley branch library. As it is a smaller area it was important that we insured the safety of our staff and patrons. It was paid for with a grant for PPE items.

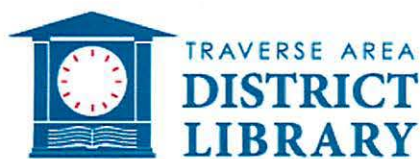
Bruce Bennett
Facilities Manager

TADL Talking Book Library

We enjoyed an uptick in technology tutorials over the phone this month. A majority focused on our Braille and Audio Reading Download (BARD) app for iOS devices, but we also covered basic Voiceover gestures and TADL's offerings for downloads and streaming.

A new collection of Braille books for kids will be available for check out soon. Many thanks to Kelly and Kristi in the processing department for preparing the books with a special "Braille Books" spine label. Families and teachers have requested circulating Braille books for some time now, so it's exciting to fill the need with popular titles and various reading levels.

We continue to offer our version of audiobook and large print curbside pick-up service for TBL



Administrative Reports
for the month of September
(October 15, 2020 Board Meeting)

patrons, caregivers, and residents of senior living facilities. Our Tuesdays @ Two book discussion group, where TBL and TADL patrons gather together, also continues via Zoom.

Polly O'Shea
TBL Librarian

East Bay Branch Library

We continue to offer Curbside Service to our patrons here at the East Bay Branch and the building remains closed to the public. We had 383 appointments circulating 1,557 items. Without in person events, our program stats are down, but reference questions have increased, up 13% over the same time last year. We also distributed over 120 Make & Take Curbside Craft Bags to kids and families. We pulled our Summer StoryWalk on September 19th and will install a new one next month.

Volunteers Seamus Shinnors, Doug Hoagg and Larry Gerschenbacher built a Little Free Library and installed in front of our building. It's modeled after the library building which was built as the original Township Hall in 1908. Our patrons can't stop commenting on how great it is, and we just love it. The Little Free Library was installed with children and wheelchair users in mind, and Ray Minervini donated yellow brick from the old State Hospital to make a base that blends in with our small garden area in front. We had hoped to have a small dedication ceremony in September, but have decided to do something next month to recognize the efforts of our dedicated volunteers who made our dream of a Little Free Library at the East Bay Branch a reality.



Respectfully Submitted,

Rosie May
Branch Manager
East Bay Branch Library

Kingsley Branch Library



September saw the return of Wigglers! Our twice-weekly early literacy program met at Brownson Memorial Park to ensure enough social distance space (and dancing room). During our closed period, we reached out to families by mailing early literacy activities, stories, songs, and manipulatives to keep parents in fresh ideas and encourage a reading culture. Beth Anderson headed that effort, and it is clear from the number of returning families that it was well appreciated! Numbers for this program are on par with a typical year, and the families have started a group Facebook page to stay in touch in the event of future closures. We will continue Wigglers outdoors as long as weather permits, and will modify this program for the winter season. We find engagement in this program is as important for the parents as it is for the children!

September is also National Library Card Sign-up month, and we celebrated with a reading challenge that worked in tandem with Kingsley Area Schools' reading assignments for students. Despite the fact that all elementary students were handed a copy of the challenge and that students could count minutes for both their school reading and this challenge, only 12 completed it. If this experience is any indication, it is clear we should expect lower participation in programming for the foreseeable and will amend our programming efforts accordingly.

In spite of the above, all of the elementary school classrooms have signed up for class visits during the month of October. Traditionally, the classes visit the library, get a tour, sign up for cards, check out books, and do a fun scavenger hunt. This year, keeping social distancing in mind, things will be a little different but our first goal is to instill a reading culture in our youth and encourage repeat visitors!

In addition to the above, each of the staff are working on a myriad of projects including collection development, grant applications to support internet connectivity in our area, recorded programs, and holiday programming in tandem with Kingsley Friends of the Library and the Village of Kingsley.

Respectfully submitted,

Amy Barritt
Kingsley Branch Manager

TRAVERSE AREA DISTRICT LIBRARY
CONSOLIDATED EXPENSES
MONTH ENDING
SEPTEMBER 30, 2020

CATEGORY	BUDGET	2020 YTD	2019 YTD	VARIANCE	% OF BUDGET
Salaries & Wages	2,412,415	1,580,946	1,629,130	831,469	65.5%
Social Security/Medicare	67,301	43,024	44,841	24,277	63.9%
Health/Hospitalization	337,541	235,180	269,566	102,361	69.7%
Vision Insurance	3,845	2,456	2,815	1,389	63.9%
Dental Insurance	26,140	16,970	18,634	9,170	64.9%
Life Insurance	9,085	6,634	6,516	2,451	73.0%
MERS Defined Contribution Retirement	149,050	100,200	102,459	48,850	67.2%
MERS Unfunded Liability	230,000	200,000	274,646	30,000	87.0%
401K Retirement Contribution	113,000	71,364	74,227	41,636	63.2%
Unemployment Comp.	7,240	7,146	0	94	98.7%
Workers' Compensation	7,500	7,860	7,357	(360)	104.8%
Disability Insurance	8,240	6,176	6,171	2,064	74.9%
Office/Cat./General Supplies/Postage	123,015	63,641	72,012	59,374	51.7%
Covid-19 Supplies	0	21,184	0		
Books/Media/Online Resources	601,980	438,491	450,396	163,489	72.8%
Repair & Maintenance Supplies	6,750	1,897	3,212	4,853	28.1%
Professional & Contractual Services	272,955	161,120	204,686	111,835	59.0%
Communications	29,290	15,627	12,245	13,663	53.4%
Education & Travel	63,920	25,498	19,560	38,422	39.9%
Printing	10,400	1,438	4,022	8,962	13.8%
Advertising & Outreach	20,400	5,252	21,103	15,148	25.7%
Insurance & Bonds	32,040	30,993	29,889	1,047	96.7%
Utilities	118,200	60,269	70,843	57,931	51.0%
Covid-19 Building Maintenance	0	16,502			
General Building & Grounds Maintenance	355,170	147,874	173,394	207,296	41.6%
Member Allocations	550,188	550,188	535,605	0	100.0%
Miscellaneous	3,500	0	617	3,500	0.0%
Property Tax Reimbursement	6,500	564	(51)	5,936	8.7%
Furniture/Equipment/Software	93,850	39,639	51,619	54,211	42.2%
Contingency	7,000	0	0	7,000	0.0%
TOTAL EXPENDITURES	5,666,515	3,858,132	4,085,514	1,846,069	68.1%
2020 APPROVED BUDGET					
EXPENSES BY CATEGORY					
Personnel	3,371,357	2,277,957	2,436,362	1,093,400	67.6%
Supplies	731,745	525,213	525,620	206,532	71.8%
Other Services and Charges	1,456,063	1,015,324	1,071,913	440,739	69.7%
Capital Outlay	107,350	39,639	51,619	67,711	36.9%
TOTAL EXPENDITURES	5,666,515	3,858,132	4,085,514	1,808,383	68.1%
This statement reflects activity through the ninth month of the 2020 fiscal year.					
Percentage of the year completed 75%.					
Certain items with higher percentages may have been paid quarterly or annually for the fiscal year.					

TRAVERSE AREA DISTRICT LIBRARY
REVENUE
MONTH ENDING
SEPTEMBER 30, 2020

<i>CATEGORY DESCRIPTION</i>	<i>BUDGET</i>	<i>2020 YTD</i>	<i>2019 YTD</i>	<i>VARIANCE</i>	<i>% OF BUDGET</i>
Property Tax (Current, Delinquent, Other)	4,964,590	4,988,788	4,772,721	(24,198)	100.5%
State Aid - Library	77,350	77,974	78,065	(624)	100.8%
State Aid - TBL	41,075	41,073	41,073	2	100.0%
Local Support - TBL & Other Grants	10,000	22,209	14,670	(12,209)	222.1%
Fees/Services	42,000	28,889	29,321	13,111	68.8%
Sales	38,000	11,042	32,982	26,958	29.1%
Penal Fines - \$220,000 for this Category per budget		0			
Penal Fines - Grand Traverse Co.	190,900	168,240	198,917	22,660	88.1%
Penal Fines - Leelanau Co.	6,500	5,888	7,249	612	90.6%
Penal Fines - Benzie Co.	22,600	21,855	23,901	745	96.7%
Overdue Fines/Replacement Fees	100,000	25,258	90,796	74,742	25.3%
Interest & Dividends/Gains/Losses on Inv.	15,000	25,481	23,923	(10,481)	169.9%
Rents & Royalties	7,000	750	5,150	6,250	10.7%
Contributions	40,000	21,948	89,653	18,052	54.9%
Reimbursements	1,500	1,456	1,741	44	97.1%
TOTAL REVENUE	5,556,515	5,440,852	5,410,162	115,663	97.9%
Transfer In	110,000	110,000	200,000	0	
Use of Fund Balance				0	
TOTAL	5,666,515	5,550,852	5,610,162	115,663	98.0%
TOTAL REVENUE, TRANSFERS & USE OF FB	5,666,515	5,550,852	5,610,162	115,663	98.0%
TOTAL EXPENDITURES	5,666,515	3,858,132	4,085,514	1,808,383	68.1%
REVENUE OVER (UNDER) EXPENSE		1,692,720	1,524,648		
This statement reflects activity through the ninth month of the 2020 fiscal year.					
Percentage of the year completed is 75%.					



OCTOBER 2020 DIRECTOR'S REPORT - VICTORIA SHURLY

Story Stew, Pageturners and our French Conversational Group meet regularly now via Zoom. Men's Group and Chapter Chicks Girls Book Club will also begin meeting this month via Zoom. Chapter Chicks is at a record number of registrations probably due to the amount of homeschooling and virtual schooling going on this year.

Take-out bags for kids with themed crafts, activities and a small snack are very popular. We offer them for Story Stew programs, Chapter Chicks and two per month geared toward grade school kids. Approximately 170 bags go home with children per month. Beginning October, we will be offering a take-out craft bag for adults once a month. Patrons have been enthusiastic and the number of participants has partially made up for the lack of in-house programming.

Our annual Pumpkin Walk put on with Old Mission Peninsula School is cancelled this year. Witch Wendy has offered to read scary stories via Zoom. PCL staff will festoon the Children's Garden with some of the myriad of decorations we have accumulated for the Pumpkin Walk. We will not offer a program, but will let families know they can walk through on their own with masks on and enjoy the sights of the season.

The exterior signs honoring those who sponsored various areas outdoors have been replaced without charge by Image 360. The original signs deteriorated terribly evidently due to a chemical reaction between the stain the architect wanted and the final protective finish. The new signs look exactly the same, but lack the stain. Image 360 was great to work with. Andrew has assured me that these will hold up, but said to let them know if there are any further issues.

Walk to School Day on October 7 begins at PCL this year for Old Mission students. Jeremiah Warren cleared a path and liability waivers were obtained to cross private property. PCL staff will be on hand to wish students well and pass out granola bars as a light snack. Masks and distancing are required. The Township Fire Department will be on hand as well.

I have not yet heard back on Old Mission Associates garden drainage plans from our site engineer. We had asked him for a second opinion. I did send him a reminder so hopefully we hear back soon. With winter approaching, work will have to wait until spring, but so far, we have not had more huge deluges. A decision should be made by spring on how to remedy the problem.

We are and will continue to enforce distancing and mask wearing at PCL. Since the Michigan Department of Health and Human Services has now issued a mandate, we are covered by law once again. We have not had many violators. I do most of the "policing" and patrons are pretty quick to pull them up over their nose when asked. The violators are not who you think they would be – they are, surprisingly, older regular patrons who are in the most vulnerable categories. I have been challenged a

few times on political grounds, but refuse politely to engage, telling the patron they need to comply or use curbside.

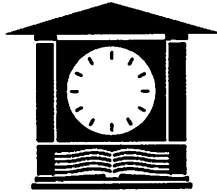
I would like to look into heating mats for the porch this year. The cost could come from the Capital Fund. My concern is that the finish that was replaced on the cement walls could deteriorate again due to the Snow Melt used on the walkways.

Our annual audit is scheduled for October 21st and I have everything prepared for that. Baird, Cotter and Bishop are incredible to work with. They gave me invaluable advice during the shutdown, especially dealing with the township closure when I could not deposit funds there as legally required. Checks were alternatively deposited directly into PCL's checking account at Chase with our auditor's full consent.

Many Old Mission parents have chosen homeschool or virtual school options for their students. They have checked out a good part of our children's collection. I have also subscribed to a homeschool magazine and ordered several books to help them get through this.

Circulation is just about where it was a year ago. September 2019 was 2465. September 2020 was only 100 off at 2364. Last month was 2153, so we have seen a steady increase back to normal. We have continued to offer curbside which is popular with many patrons.

Finally, I have spent many hours keeping up on changes in laws, the politics of those laws (being careful not to engage politically), and assuring that we are following all mandates as well as our own PCL policies. The staff and I are doing our very best to keep patrons safe. Our regulars have thanked us, assuring us that they feel comfortable visiting.



TRAVERSE AREA DISTRICT
LIBRARY

TADL Board of Trustees Finance & Facilities Committee

September 15, 2020
4:00 pm ~ via Zoom

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: M. Pakieser, S. Odgers, and C. Sullivan Trustees. T. Radjenovich from MERS. D. Radjenovich and M. Howard, staff.

Agenda Approval: The agenda was approved as amended.

Minutes Approval: Minutes from the August 4, 2020 Facilities Committee were approved as amended.

Public Comment: No public comment.

Finance:

MER Representative Presentation: Tony Radjenovich presented on our MERS history and current status of the retirement plans. We are 84% funded. Our minimum contribution is about \$100k per year. Total cost \$7.4mill we have \$6.2 mill in assets. Well above the average. Total funding is \$1.217 million dollars.

2021 Budget: Howard and Radjenovich provided generally about the 2021 Budget and encouraged Board members to submit feedback to them. There was a brief discussion about TIF.

Member Agreements: Member agreements are set to expire on December 31, 2021. Howard will assemble packets of relevant information/contracts and possible scenarios for a discussion. Odgers, Sullivan will meet with President Jones to begin those discussions.

Facilities:

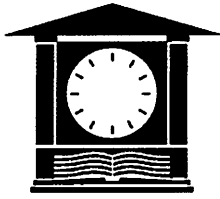
Grounds Update: Howard presented the Spence bill that will be presented to the Board meeting for approval. We continue to wait on the Roof project for progress. Sullivan mentioned the tulip garden to George Gaelic's wife who appreciated the project. Howard will contact Mary Ann when the project is finished.

Next Meeting Date / Time: October 13, 2020 at 4:00pm

Next Meeting Topic Suggestions: Bathroom updates; Facilities Maintenance Plan

Public Comment: No public Comment.

Adjournment: The meeting adjourned at 5:01 pm



TRAVERSE AREA DISTRICT
LIBRARY

TADL Board of Trustees Policy and Personnel Committee Minutes

October 6, 2020
10:30 am~ Zoom meeting

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: M. Vickery and J. Wescott, Trustees; M. Myers, K. Carrier, D. Radjenovich and M. Howard, Staff.

Agenda Approval: The agenda was approved as amended.

Minutes Approval: The minutes of the September 1, 2020 Policy and Personnel meeting were approved.

Public Comment: There was none.

Policy Issues:

Remote Access for Board Meetings

Howard reviewed some of the comments from the September Board meeting. There was much discussion about the various aspect of the Open Meetings Act (OMA) including safety as a consideration of how to hold a meeting. Howard will bring back questions for attorney Zeits including information about a physical quorum and does a wholly remote meeting meet OMA. Howard will also be monitoring developments in the Legislature for changes to the OMA.

Policies: Bulletin Board 4.5 and Display Case 4.12

Based on past experience and reviewing other library policies, Howard brought some minor changes to Policy 4.5 Bulletin Boards. Some edits were discussed which Howard will clarify with Zeits. Howard proposed new policy 4.12 regarding display cases. Some edits were discussed. Both policies were motioned for adoption and recommended to move to full board approval at the October Board meeting.

Policy: 4.1 Behavior Policy no. 19

In light of current events in the State's rising COVID cases, Howard proposed revising the policy to protect our staff and patrons. After some revision, a new, slightly changed policy was drafted. Howard will have legal counsel review it and bring it to the October Board meeting.

Personnel Issues:

Director 1-year review

Vickery will be sending out the review to the Trustees to fill out and include the summary provided by Howard. Howard will ask staff for input on goals and check with attorney Zeits on procedure. It will be up to Howard if the review is in closed session which will happen at the

November Policy and Personnel meeting. This meeting will be open to all board members and noticed as a Special Meeting. Vickery will talk to Jones about this plan.

Next Meeting Date / Time: November 10, 2020 at 10:30am due to the election being on November 3rd.

Next Meeting Topic Suggestions: Remote Access; Director Review as a possible quorum

Public Comment: M. Myers commented that she supports the change in terms from social distance to physical distance. She also pointed out that while on the Betsy Valley District Library Board, they allowed Trustees to call in and it worked out okay.

Adjournment: The meeting adjourned at 12:04 pm

4.1 Behavior Policy

The Mission of the Traverse Area District Library is to provide dynamic resources and innovative services to stimulate intellectual curiosity, facilitate lifelong learning, promote literacy, and nurture personal enrichment. The Traverse Area District Library Board has authority to establish and enforce reasonable regulations for the benefit of patrons of the Library, in keeping with its mission. The Library Director and his or her representatives shall be responsible for enforcing this policy.

In observance of its mission and to make Library facilities and services available to everyone on a safe and equitable basis, to ensure the ability of staff members to conduct Library business and to safeguard Library property against misuse or abuse, the following rules for behavior are established by the Traverse Area District Library Board. These rules apply to TADL facilities in Traverse City, the Village of Kingsley and East Bay Township.

In determining the number of violations for purposes of withholding Library privileges as set forth in this Policy, only the number of violations a person has per each Category shall be used. Past violations in any Category are removed if a patron has no violations within any Category for two (2) years from the date the patron’s library privileges were restored as a result of the patron’s last violation. All suspensions shall begin on the date of incident.

Category A. For Public Safety and Security, the Traverse Area District Library prohibits:

1. Stealing or vandalizing on Library property;
2. Using, possessing, giving away or selling alcohol, marijuana or any illegal substance on Library property;
3. Improper use or abuse of Library materials or equipment;
4. Engaging in sexual acts or behaviors or indecent exposure;
5. Harassment, intimidation or threat of any person by word or act;
6. Fighting or provoking fighting or engaging in any act of violence;
7. Unlawful possession of a weapon.

Persons who violate the above rules for safety and security are subject to the withholding of Library privileges as follows:

- First Category A violation:** Library privileges are suspended for six months; police will be called if necessary.
- Second Category A violation:** Library privileges are suspended for one year; police will be called immediately.
- Subsequent Category A violation:** Library privileges suspended for one year; police will be called immediately.

Category B. To ensure proper use of Library Facilities, the Traverse Area District Library prohibits:

1. Being under the obvious influence of alcohol, marijuana or any illegal substance on Library property;
2. Profane, obscene, injurious or abusive language;
3. Noisy or boisterous conduct inappropriate to the Library location;

4. Cell phone conversations in areas designated as “quiet” areas, or overly loud conversations in any area of the library;
5. Animals unless involved in a Library-approved event or service animals as defined in 28 CFR 36.104;
6. Failing to wear shirt, pants, and/or shoes;
7. Personal hygiene or body odor so offensive as to constitute a nuisance to other persons;
8. Sleeping in the Library;
9. Petitioning, canvassing (e.g., seeking signatures on a petition), conducting surveys, distributing written material, or soliciting donations, selling merchandise, or otherwise raising funds anywhere on Library property, unless approved in advance by TADL;
10. Violation of the Library internet policy;
11. Entering areas designated “private” or “staff only” unless approved by TADL staff;
12. Refusing to leave the Library at closing time;
13. Beverages in the Library unless secured in a container with a lid, or in designated areas;
14. Food inside the Library, except in designated areas;
15. Any violation of the Smoke and Tobacco Free Campus Policy;
16. Restrooms used for washing clothes, shaving or bathing (simply washing one’s hands and face is not considered “bathing”);
17. Unattended personal property unrelated to Library purposes;
18. Use of skateboards, roller blades, or other similar items inside the Library or on Library property;
19. Failing to wear required Personal Protective Equipment such as face coverings and/or maintaining six (6) feet physical distancing, as required by federal, state or local law, rule, regulation, recommendation, or order.

Persons who violate the above rules are subject to the withholding of Library privileges as follows:

<u>First Category B violation:</u>	Paragraphs 3-19 Library privileges suspended for rest of day; Paragraphs 1-2 Library privileges suspended for seven (7) days;
<u>Second Category B violation:</u>	Library privileges suspended for one month;
<u>Subsequent Category B violation:</u>	Library privileges suspended for one year.

For all suspected violations

1. Police will be called if the Library believes a crime has been committed.
2. Police will be called when a violator refuses to comply with Library rules.
3. Police will be called if violator refuses to show identification.
4. Police will be called if a patron suspended under this policy appears on Library property.
5. Violators may be photographed by Library personnel.
6. If patrons return while under suspension, that suspension shall be increased to the next violation level.

Right to Appeal and Appeals Process

1. The right to appeal is based on the right to due process of law guaranteed in the 14th Amendment of the U.S. Constitution and the right of access to public libraries guaranteed to all citizens in the Michigan Constitution (Art. VIII, Sec. 9).
2. If the Library has an address on record or the suspended patron provides an address, the Library Director shall provide written notice to any individual whose Library privileges have been suspended within five (5)

business days of the date of the violation, and shall include a copy of this policy with the notice. If the Library does not have an address on record and the patron refuses or fails to provide an address, verbal notice on the day of the violation shall be sufficient notice of the suspension, and the patron shall be hand-delivered a copy of this policy.

3. An individual who wishes to appeal a suspension must do so in writing to the Library Board within 10 days of the postmark of the Director's letter or the date of the verbal notice if no letter is sent. The notification of appeal must provide current contact information (address and phone number) and state the grounds upon which the appeal is based.
4. Upon receiving a request for an appeal, the Board shall hold a hearing to consider the appeal within one month. The Board may consider the appeal at a regularly scheduled Board meeting or at a special Board meeting, at the earliest opportunity, called for the purpose of a hearing.
5. The Board President will ensure the Appellant receives reasonable notice of the hearing.
6. Prior to the hearing the Board will be provided copies of the Appellant's letter appealing the decision and requesting a hearing. The Board and Appellant will also receive copies of the Library Director's letter giving notice of the suspension which describes the offense. Supporting information gathered in the administration's investigation shall be made available, including but not limited to all incident and police reports completed by Library staff, witnesses and the Director. The Board shall have access to Library records necessary to make an informed decision on the appeal. Any Library record (as defined in the Michigan Library Privacy Act) shall remain confidential and shall not be disclosed to the public unless in compliance with the Michigan Library Privacy Act.
7. The Appellant must have the opportunity to attend any hearing so scheduled personally or may make a written statement in support of his or her position. If the Appellant does not attend the hearing, the written statement must be received before the time set for the hearing.
8. The Appellant shall have the opportunity to present his/her claim for rejecting the Library Director's decision. The Board may ask questions in order to bring to light all the facts and issues involved.
9. The Board may affirm or reject the decision to suspend Library privileges.
10. The Board will make its determination as soon as reasonably possible.
11. The Board will issue a written decision and provide a copy to the Appellant if an address is known.
12. The decision of the Board is final.
13. In no case shall the filing of an appeal pursuant to this Policy act as a stay of the suspension imposed unless the Library Director makes a specific finding that the suspension would result in manifest injustice under the total circumstances.

The Library shall post this entire policy in at least two prominent areas in the Main Library building and in each branch Library building.

Adopted July 15, 2004; Revision Adopted October 14, 2010; Revised January 20, 2011; Revised February 16, 2012; Revised July 18, 2013; Revised June 20, 2019; Revised September 19, 2019; Revised February 20, 2020; Revised June 18, 2020; Revised August 20, 2020; Revised October 15, 2020

Motion by: Vickery

Supported by: Sullivan

Adopted: Y 4 N 0

Date: 10/15/20

Michael Vickery (for M.L.)
 M. Pakieser, Board Secretary

4.1 Behavior Policy

The Mission of the Traverse Area District Library is to provide dynamic resources and innovative services to stimulate intellectual curiosity, facilitate lifelong learning, promote literacy, and nurture personal enrichment. The Traverse Area District Library Board has authority to establish and enforce reasonable regulations for the benefit of patrons of the Library, in keeping with its mission. The Library Director and his or her representatives shall be responsible for enforcing this policy.

In observance of its mission and to make Library facilities and services available to everyone on a safe and equitable basis, to ensure the ability of staff members to conduct Library business and to safeguard Library property against misuse or abuse, the following rules for behavior are established by the Traverse Area District Library Board. These rules apply to TADL facilities in Traverse City, the Village of Kingsley and East Bay Township.

In determining the number of violations for purposes of withholding Library privileges as set forth in this Policy, only the number of violations a person has per each Category shall be used. Past violations in any Category are removed if a patron has no violations within any Category for two (2) years from the date the patron’s library privileges were restored as a result of the patron’s last violation. All suspensions shall begin on the date of incident.

Category A. For Public Safety and Security, the Traverse Area District Library prohibits:

1. Stealing or vandalizing on Library property;
2. Using, possessing, giving away or selling alcohol, marijuana or any illegal substance on Library property;
3. Improper use or abuse of Library materials or equipment;
4. Engaging in sexual acts or behaviors or indecent exposure;
5. Harassment, intimidation or threat of any person by word or act;
6. Fighting or provoking fighting or engaging in any act of violence;
7. Unlawful possession of a weapon.

Persons who violate the above rules for safety and security are subject to the withholding of Library privileges as follows:

- | | |
|--|--|
| <u>First Category A violation:</u> | Library privileges are suspended for six months; police will be called if necessary. |
| <u>Second Category A violation:</u> | Library privileges are suspended for one year; police will be called immediately. |
| <u>Subsequent Category A violation:</u> | Library privileges suspended for one year; police will be called immediately. |

Category B. To ensure proper use of Library Facilities, the Traverse Area District Library prohibits:

1. Being under the obvious influence of alcohol, marijuana or any illegal substance on Library property;
2. Profane, obscene, injurious or abusive language;
3. Noisy or boisterous conduct inappropriate to the Library location;

4. Cell phone conversations in areas designated as “quiet” areas, or overly loud conversations in any area of the library;
5. Animals unless involved in a Library-approved event or service animals as defined in 28 CFR 36.104;
6. Failing to wear shirt, pants, and/or shoes;
7. Personal hygiene or body odor so offensive as to constitute a nuisance to other persons;
8. Sleeping in the Library;
9. Petitioning, canvassing (e.g., seeking signatures on a petition), conducting surveys, distributing written material, or soliciting donations, selling merchandise, or otherwise raising funds anywhere on Library property, unless approved in advance by TADL;
10. Violation of the Library internet policy;
11. Entering areas designated “private” or “staff only” unless approved by TADL staff;
12. Refusing to leave the Library at closing time;
13. Beverages in the Library unless secured in a container with a lid, or in designated areas;
14. Food inside the Library, except in designated areas;
15. Any violation of the Smoke and Tobacco Free Campus Policy;
16. Restrooms used for washing clothes, shaving or bathing (simply washing one’s hands and face is not considered “bathing”);
17. Unattended personal property unrelated to Library purposes;
18. Use of skateboards, roller blades, or other similar items inside the Library or on Library property;
19. Failing to wear required Personal Protective Equipment such as face coverings and/or maintaining six (6) feet ~~physical~~ ~~social~~ distancing, as required by federal, ~~or~~ state ~~or~~ local law, rule, regulation, ~~recommendation~~, or order ~~or Grand Traverse County Health Department Emergency Order or directive~~.

Persons who violate the above rules are subject to the withholding of Library privileges as follows:

- First Category B violation: Paragraphs 3-19 Library privileges suspended for rest of day;
 Paragraphs 1-2 Library privileges suspended for seven (7) days;
- Second Category B violation: Library privileges suspended for one month;
- Subsequent Category B violation: Library privileges suspended for one year.

For all suspected violations

8. Police will be called if the Library believes a crime has been committed.
9. Police will be called when a violator refuses to comply with Library rules.
10. Police will be called if violator refuses to show identification.
11. Police will be called if a patron suspended under this policy appears on Library property.
12. Violators may be photographed by Library personnel.
13. If patrons return while under suspension, that suspension shall be increased to the next violation level.

Right to Appeal and Appeals Process

1. The right to appeal is based on the right to due process of law guaranteed in the 14th Amendment of the U.S. Constitution and the right of access to public libraries guaranteed to all citizens in the Michigan Constitution (Art. VIII, Sec. 9).

2. If the Library has an address on record or the suspended patron provides an address, the Library Director shall provide written notice to any individual whose Library privileges have been suspended within five (5) business days of the date of the violation, and shall include a copy of this policy with the notice. If the Library does not have an address on record and the patron refuses or fails to provide an address, verbal notice on the day of the violation shall be sufficient notice of the suspension, and the patron shall be hand-delivered a copy of this policy.
3. An individual who wishes to appeal a suspension must do so in writing to the Library Board within 10 days of the postmark of the Director’s letter or the date of the verbal notice if no letter is sent. The notification of appeal must provide current contact information (address and phone number) and state the grounds upon which the appeal is based.
4. Upon receiving a request for an appeal, the Board shall hold a hearing to consider the appeal within one month. The Board may consider the appeal at a regularly scheduled Board meeting or at a special Board meeting, at the earliest opportunity, called for the purpose of a hearing.
5. The Board President will ensure the Appellant receives reasonable notice of the hearing.
6. Prior to the hearing the Board will be provided copies of the Appellant’s letter appealing the decision and requesting a hearing. The Board and Appellant will also receive copies of the Library Director’s letter giving notice of the suspension which describes the offense. Supporting information gathered in the administration’s investigation shall be made available, including but not limited to all incident and police reports completed by Library staff, witnesses and the Director. The Board shall have access to Library records necessary to make an informed decision on the appeal. Any Library record (as defined in the Michigan Library Privacy Act) shall remain confidential and shall not be disclosed to the public unless in compliance with the Michigan Library Privacy Act.
7. The Appellant must have the opportunity to attend any hearing so scheduled personally or may make a written statement in support of his or her position. If the Appellant does not attend the hearing, the written statement must be received before the time set for the hearing.
8. The Appellant shall have the opportunity to present his/her claim for rejecting the Library Director’s decision. The Board may ask questions in order to bring to light all the facts and issues involved.
9. The Board may affirm or reject the decision to suspend Library privileges.
10. The Board will make its determination as soon as reasonably possible.
11. The Board will issue a written decision and provide a copy to the Appellant if an address is known.
12. The decision of the Board is final.
13. In no case shall the filing of an appeal pursuant to this Policy act as a stay of the suspension imposed unless the Library Director makes a specific finding that the suspension would result in manifest injustice under the total circumstances.

The Library shall post this entire policy in at least two prominent areas in the Main Library building and in each branch Library building.

Adopted July 15, 2004; Revision Adopted October 14, 2010; Revised January 20, 2011; Revised February 16, 2012; Revised July 18, 2013; Revised June 20, 2019; Revised September 19, 2019; Revised February 20, 2020; Revised June 18, 2020; Revised August 20, 2020; *Revised October 15, 2020*

Motion by: _____

Supported by: _____

Adopted: Y N

Date: _____

M. Pakieser, Board Secretary

4.5 Bulletin Board and Brochures Policy

The Traverse Area District Library encourages the display of informational brochures, pamphlets and posters for the purpose of announcing area civic, educational, and cultural events of interest to the community. Publications must comply with this policy and existing library policies and procedures.

Requests to place items on the Bulletin Board or in the brochure rack should be submitted to the library for review to determine if the brochure meets Library guidelines prior to display.

General Guidelines

1. Posters will be no larger than 16" x 24" and brochures will be no larger than 8 1/2" x 11".
2. Materials cannot be returned unless prior arrangements have been made.
3. Materials which are not date-sensitive will be displayed as long as space is available.
4. Materials the primary purpose of which is to advocate for or against a political candidate or ballot question or advertise for religions or commercial endeavors will not be displayed.
5. Magazines, periodical, and other publications must be current and maintained by the publisher and/or their representative delivering the items.
6. The Library reserves the right to remove brochures and publications that do not comply with this policy or other Library policies and procedures and prohibit future distribution of such materials.

Reviewed January 2003; Revised October 15, 2020

Motion by: Vickery

Supported by: Sullivan

Adopted: Y 4 N 0

Date: 10/15/20

Michael Vickery (for M.P.)
M. Pakieser, Board Secretary

4.5 Bulletin Board and Brochures Policy

The Traverse Area District Library encourages the display of informational brochures, pamphlets and posters for the purpose of announcing area civic, educational, and cultural events of interest to the community. Publications must comply with this policy and existing library policies and procedures.

Requests to place items on the Bulletin Board or in the brochure rack should be submitted to the library for review to determine if the brochure meets Library guidelines prior to display.

General Guidelines

1. Posters will be no larger than 16" x 24" and brochures will be no larger than 8 1/2" x 11".
2. Materials cannot be returned unless prior arrangements have been made.
3. Materials which are not date-sensitive will be displayed as long as space is available.
4. Materials the primary purpose of which is to ~~advertising~~ advocate for or against a political candidate or ballot question ~~partisan politics~~, or advertise for ~~denominational~~ religions, or commercial endeavors will not be displayed.
5. Magazines, periodical, and other publications must be current and maintained by the publisher and/or their representative delivering the items.
6. The Library reserves the right to remove brochures and publications that do not comply with this policy or other Library policies and procedures and prohibit future distribution of such materials.

Reviewed January 2003; Revised October 15, 2020

Motion by: _____

Supported by: _____

Adopted: Y N

Date: _____

M. Pakieser, Board Secretary

1.8 REMOTE PARTICIPATION AT MEETINGS BY TRAVERSE AREA DISTRICT LIBRARY BOARD MEMBERS AND THE PUBLIC

A Board member or member of the public may participate in any meeting of the Traverse Area District Library (TADL) Board remotely as follows:

1. The technology being utilized shall allow the Board Member to see and communicate with any Board Member in attendance and any member of the public or staff attending and shall allow any Board Member, any member of the public, or staff attending to see the Board Member and communicate with the Board Member who is attending remotely. An exception to this rule shall be made for any Board Member attending remotely if it is not practicable for the Board Member to utilize video technology. In that case, a Board Member attending remotely may participate by technology that allows the Board Member to communicate with any other Board Member in attendance and any member of the public or staff attending and shall allow any Board Member, any member of the public, or staff attending to communicate with the Board Member who is attending remotely.
2. A Board Member'(s) remote attendance pursuant to this Policy shall be considered attendance for the purpose of establishing a quorum.
3. Any vote by a Board Member participating remotely pursuant to this Policy shall be counted in the total number of votes for any matter and shall not be held invalid for the reason that it was cast by a Board Member remotely.
4. If any member is participating remotely, all votes on any matter shall be taken by roll call vote.
5. For closed sessions conducted with any Board Member participating remotely, each Board Member attending remotely shall not allow anyone else to hear or view the closed session. All Board Members attending remotely shall affirm, before the closed session begins, that they are in compliance with this section.
6. Emails, texting, or other forms of electronic communication by or between Board Members during the meeting shall not be allowed.
7. If an email, text or other form of electronic communication is received by a Board Member attending remotely, the email, text, or other electronic communication shall be read by the Board Member receiving the communication during the meeting.
8. A Board Member attending remotely shall disclose any person who is participating in the meeting in the same room or vicinity as the Board Member attending remotely, *and the Board Member's physical location, including the state, county, township, city or village in which the Board Member is located at the time of attending the meeting.*

9. If a Board Member will be attending a meeting remotely, the agenda shall include the method that the public may utilize to contact the Board Member attending remotely to provide input to the Board Member on any business that will come before the Library Board at the meeting. The agenda with such information shall be posted and made available to the public at least 18 hours before any meeting where a Board Member will be attending remotely.
10. Immediately after calling the meeting to order, the chair of the meeting shall insure that the dial-in number or other means of conducting the meeting remotely is working. If the dial-in number or other means of conducting the meeting remotely is not working, the meeting shall be immediately adjourned by the chair of the meeting without any decision or deliberation on any matter.
11. If the dial-in number or other means of conducting the meeting remotely is working, attendance shall be taken for all persons attending, including members of the public. If the number of persons in attendance, including the TADL Board or committee members, exceeds the capacity of the remote meeting method, the meeting shall be immediately adjourned without deliberation or a decision on any matter except to adjourn the meeting. If members of the public remotely join the meeting during the course of the meeting, they will be asked, but not required, to identify themselves and shall be added to the public attendance list for the meeting. No member of the public shall be required to identify themselves except as necessary to permit the person to participate in public comment.
12. If any member of the public is attending remotely, each member of the public shall be provided an opportunity to provide public comment during the public comment portion of the agenda and prior to TADL Board or committee action on any matter requiring a public hearing.
13. The opportunity for public comment shall be given by the chair of the meeting or such other person as designated by the chair asking each individual attending by name whether they have any public comment (the "Roll Call Method") or such other method to ensure each member of the public attending has an opportunity to provide public comment as allowed by the remote meeting platform being utilized.
 - A. Roll Call Method. If the Roll Call Method is utilized, the chair of the meeting or person designated by the chair shall not move to the next name or person for public comment unless the person verbally confirms that they have no comment or there is no response after at least thirty (30) seconds. At the conclusion of the Roll Call Method, the chair or person designated by the chair will inquire whether there is any further public comment of any member of the public attending that had not been called. Any member of the public not already called desiring to give public comment shall be permitted to provide public comment.
 - B. Other Method. If another method for providing public comment is utilized as allowed by the remote meeting platform, the chair or person designated by the

chair shall utilize such methods as necessary to ensure all members of the public attending the meeting have an opportunity to provide public comment and shall not close public comment until the chair or person designated by the chair has ascertained that no member of the public has any further public comment.

14. The chair of the meeting shall control the order and duration of any public comment subject to appeal. The chair of the meeting shall have the authority to limit and terminate any public comment that becomes disruptive, obscene, unduly repetitive, or impedes the orderly progress of the meeting.

15. If any member of the public is attending, and a closed session is called by the TADL Board or committee as permitted by the Open Meetings Act, a separate call in number or other electronic means of remotely participating shall be available for the TADL Board or committee to utilize for a closed session that is not available to the public, the chair of the meeting shall clearly indicate at what point in the agenda the closed session will occur, the projected length of the closed session, that the public will not be able to hear the TADL Board or committee or provide comment during the closed session, and the TADL Board or committee shall return to the public meeting following closed session to adjourn the meeting or take other action as necessary.

New Policy Adopted October 15, 2020

Motion by: Vickery

Supported by: Wescott

Adopted: Y + N 0

Date: 10/15/20

Michael Vickery (for M.P.)

M. Pakieser, Board Secretary

1.8 REMOTE PARTICIPATION AT MEETINGS BY TRAVERSE AREA DISTRICT LIBRARY BOARD MEMBERS AND THE PUBLIC

A Board member or member of the public may participate in any meeting of the Traverse Area District Library (TADL) Board remotely as follows:

1. The technology being utilized shall allow the Board Member to see and communicate with any Board Member in attendance and any member of the public or staff attending and shall allow any Board Member, any member of the public, or staff attending to see the Board Member and communicate with the Board Member who is attending remotely. An exception to this rule shall be made for any Board Member attending remotely if it is not practicable for the Board Member to utilize video technology. In that case, a Board Member attending remotely may participate by technology that allows the Board Member to communicate with any other Board Member in attendance and any member of the public or staff attending and shall allow any Board Member, any member of the public, or staff attending to communicate with the Board Member who is attending remotely.
2. A Board Member'(s) remote attendance pursuant to this Policy shall be considered attendance for the purpose of establishing a quorum.
3. Any vote by a Board Member participating remotely pursuant to this Policy shall be counted in the total number of votes for any matter and shall not be held invalid for the reason that it was cast by a Board Member remotely.
4. If any member is participating remotely, all votes on any matter shall be taken by roll call vote.
5. For closed sessions conducted with any Board Member participating remotely, each Board Member attending remotely shall not allow anyone else to hear or view the closed session. All Board Members attending remotely shall affirm, before the closed session begins, that they are in compliance with this section.
6. Emails, texting, or other forms of electronic communication by or between Board Members during the meeting shall not be allowed.
7. If an email, text or other form of electronic communication is received by a Board Member attending remotely, the email, text, or other electronic communication shall be read by the Board Member receiving the communication during the meeting.
8. A Board Member attending remotely shall disclose any person who is participating in the meeting in the same room or vicinity as the Board Member attending remotely.

9. If a Board Member will be attending a meeting remotely, the agenda shall include the method that the public may utilize to contact the Board Member attending remotely to provide input to the Board Member on any business that will come before the Library Board at the meeting. The agenda with such information shall be posted and made available to the public at least 18 hours before any meeting where a Board Member will be attending remotely.
10. Immediately after calling the meeting to order, the chair of the meeting shall insure that the dial-in number or other means of conducting the meeting remotely is working. If the dial-in number or other means of conducting the meeting remotely is not working, the meeting shall be immediately adjourned by the chair of the meeting without any decision or deliberation on any matter.
11. If the dial-in number or other means of conducting the meeting remotely is working, attendance shall be taken for all persons attending, including members of the public. If the number of persons in attendance, including the TADL Board or committee members, exceeds the capacity of the remote meeting method, the meeting shall be immediately adjourned without deliberation or a decision on any matter except to adjourn the meeting. If members of the public remotely join the meeting during the course of the meeting, they will be asked, but not required, to identify themselves and shall be added to the public attendance list for the meeting. No member of the public shall be required to identify themselves except as necessary to permit the person to participate in public comment.
12. If any member of the public is attending remotely, each member of the public shall be provided an opportunity to provide public comment during the public comment portion of the agenda and prior to TADL Board or committee action on any matter requiring a public hearing.
13. The opportunity for public comment shall be given by the chair of the meeting or such other person as designated by the chair asking each individual attending by name whether they have any public comment (the "Roll Call Method") or such other method to ensure each member of the public attending has an opportunity to provide public comment as allowed by the remote meeting platform being utilized.
 - A. Roll Call Method. If the Roll Call Method is utilized, the chair of the meeting or person designated by the chair shall not move to the next name or person for public comment unless the person verbally confirms that they have no comment or there is no response after at least thirty (30) seconds. At the conclusion of the Roll Call Method, the chair or person designated by the chair will inquire whether there is any further public comment of any member of the public attending that had not been called. Any member of the public not already called desiring to give public comment shall be permitted to provide public comment.
 - B. Other Method. If another method for providing public comment is utilized as allowed by the remote meeting platform, the chair or person designated by the

chair shall utilize such methods as necessary to ensure all members of the public attending the meeting have an opportunity to provide public comment and shall not close public comment until the chair or person designated by the chair has ascertained that no member of the public has any further public comment.

14. The chair of the meeting shall control the order and duration of any public comment subject to appeal. The chair of the meeting shall have the authority to limit and terminate any public comment that becomes disruptive, obscene, unduly repetitive, or impedes the orderly progress of the meeting.

15. If any member of the public is attending, and a closed session is called by the TADL Board or committee as permitted by the Open Meetings Act, a separate call in number or other electronic means of remotely participating shall be available for the TADL Board or committee to utilize for a closed session that is not available to the public, the chair of the meeting shall clearly indicate at what point in the agenda the closed session will occur, the projected length of the closed session, that the public will not be able to hear the TADL Board or committee or provide comment during the closed session, and the TADL Board or committee shall return to the public meeting following closed session to adjourn the meeting or take other action as necessary.

New Policy Adopted October 15, 2020

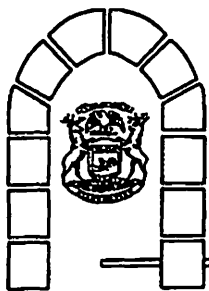
Motion by: _____

Supported by: _____

Adopted: Y N

Date: _____

M. Pakieser, Board Secretary



Library of Michigan

P. O. Box 30007, 717 West Allegan Street, Lansing, MI 48909
Administration: 517-373-1580. Information: 517-373-5400.

4 December 1989

Ms. Debra J. Mason, Chair
Board of Trustees
Traverse Area District Library
322 Sixth Street
Traverse City, MI 49684

Dear Ms. Mason:

This is to notify you that the Traverse Area District Library is recognized by the Library of Michigan as a legally established district library pursuant to Sec. 6, 1989 P.A. 24.

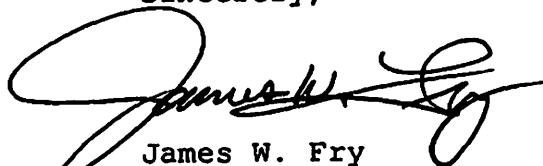
Your District Library Organizational Plan, dated 30 November 1989, is hereby approved as follows:

- (1) The participating municipalities include the City of Traverse City and Grand Traverse County.
- (2) The district library board is made up of seven (7) appointed board members.

Please note that any future changes to district library boundaries or board structure must be done in accordance with 1989 P.A. 24.

If you have any questions regarding the district library law, including changes in boundaries, board structure, or district-wide millages, please feel free to contact Ruth Dukelow, Library Establishment Specialist, at the Library of Michigan.

Sincerely,



James W. Fry
State Librarian

JWF:mj
cc: Ruth H. Dukelow

4.13 Display Case Policy

The Traverse Area District Library provides space for displays and exhibits of items from the library's own collections, as well as exhibits and displays sponsored by other community agencies or individuals when not in use by the library. All displays must comply with existing library policies and procedures.

Exhibits are displayed for one month, and must be scheduled in advance by submitting a request through tadl.org/displays. The Library reserves the right to decide the appropriateness of exhibit material to the public library setting.

New Policy Adopted October 15, 2020

Motion by: Wescott

Supported by: Sullivan

Adopted: Y4 N0

Date: 10/15/20

Michael Veckley (for M.P.)
M. Pakieser, Board Secretary

4.12 Display Case Policy

The Traverse Area District Library provides space for displays and exhibits of items from the library's own collections, as well as exhibits and displays sponsored by other community agencies or individuals when not in use by the library. All displays must comply with existing library policies and procedures.

Exhibits are displayed for one month, and must be scheduled in advance by submitting a request through tadl.org/displays. The Library reserves the right to decide the appropriateness of exhibit material to the public library setting.

New Policy Adopted October 15, 2020

Motion by: _____

Supported by: _____

Adopted: Y N

Date: _____

M. Pakieser, Board Secretary



TRAVERSE AREA
DISTRICT
LIBRARY

PUBLIC NOTICE

**The LOCATION of the
TADL Board of Trustees Regular Meeting
of October 15, 2020 at 4:00pm
originally scheduled at
Peninsula Community Library
HAS BEEN CHANGED.**

**The meeting will now take place
in the McGuire Community Room
of the Traverse Area District Library
610 Woodmere Ave.
Traverse City, MI
October 15, 2020 at 4:00pm.**

Posted: 10-13-2020

The Traverse Area District Library will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon 3 days notice to the Library. Individuals with disabilities requiring auxiliary aids should contact the Library Administration, 610 Woodmere Ave., Traverse City, MI 49686; (231)932-8500 (voice/fax); libadmin@tadl.org (e-mail).
