



TADL Board of Trustees Finance & Facilities Committee

May 3, 2022
4:00 pm ~ Thirlby Room and Zoom

610 Woodmere Ave. / Traverse City, MI / 49686

Attendance: P. Deyo, and J. Jones, Trustees, D. Radjenovich, and M. Howard, staff. C. Sullivan was excused.

Agenda Approval: The agenda was approved as amended by Howard to include a change to the Approval for Spending for the Bookmobile Interior as approved in April.

Minutes Approval: Minutes from the April 15, 2022 Finance and Facilities and Services Committee were approved.

Public Comment: No public comment.

Facilities:

Personnel Update: Howard notified the Trustees of J. Jass's immediate resignation on Tuesday, April 26th. Howard let the Trustees know that there was a very qualified internal candidate when we interviewed in December. The job was offered to him and Howard was happy to report that Bret Boulter has accepted the position and will start after his current position in circulation is filled.

Roof Update:

Howard met with representatives from Intertek who will produce a report based on the heat sensor data collected in the attic. The report will include the progress of heat mitigation. Howard also spoke to Jeff Berden from Spence who will want to meet once that report is complete to discuss alternatives. Jeff is trying to find a company to complete the ceiling insulation work in the Nelson Room and the Technology Center. Spence also will repair the soffits that are falling out in the north-west corner.

Bathroom RFP Process:

This is on hold until the new Facility Manager is in place.

Sign Discussion:

There was much discussion regarding the sign. Howard will solicit designs and cost estimates from several companies to discuss at the June meeting.

Finance:**Audit Update:**

Radjenovich reported that the auditors said it was a successful and fluid process this year. The auditors will attend the June Committee meeting to review the audit with the Trustees. We will meet in the McGuire room to allow room to space out. Radjenovich also included a discussion that there was approximately \$208,173 surplus from the 2021 budget. Radjenovich and Howard would like to directly use this money to pay \$104,086.50 to make an extra payment to MERS directly, instead of transferring it first to the Internal Service Fund. Howard would also like to use the other \$104,086.50 pay for the bathroom renovation. This discussion will continue in June after the official audit report.

McNaughton Book Service Renewal:

Howard reported that the McNaughton book services has been a success in both saving money and staff time, and would like to renew this service which costs, \$64,080. It was motioned by Deyo and seconded by Jones to recommend approval at the May Board meeting.

Public Improvement Fund Allocations:

Howard handed out a list of Board approved spending requests from funds other than the General Fund. Howard uses this document to track spending and approvals. Discussion included the goals of the Board regarding saving and paying off MERS.

Approval for Spending for Bookmobile Interior:

Unfortunately, costs have risen since our last request for the work to be done to the Interior of the Bookmobile. Howard requested an increase to not exceed \$35,000 for the interior structure for the bookmobile. It was motioned by Jones and seconded by Deyo to recommend approval at the May Board meeting.

Next Meeting Date / Time: June 7, 2022 at 4:00pm.

Next Meeting Topic Suggestions: Roof updates, bathroom updates, updated MERS debt amounts, balance of all the library funds, and the amount saved in lighting bills since the conversion of the lights.

Public Comment: No public comment.

Adjournment: The meeting adjourned at 5:26 pm