



TRAVERSE AREA DISTRICT  
LIBRARY

## TADL Board of Trustees Policy and Personnel Committee

December 1, 2020  
10:30 am~ Zoom meeting

610 Woodmere Ave. / Traverse City, MI / 49686

---

**Attendance:** M. Vickery, J. Wescott, Trustees; M. Howard, Staff.

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

**Minutes Approval:** The minutes of the November 10, 2020 Special Meeting/Policy and Personnel meeting were approved at the November 19, 2020 board meeting.

**Public Comment:** There was none.

### **Policy:**

#### **Remote Work Policy**

MiOSHA is requiring all workplaces to have a Remote Work Policy. Howard drafted the original and had attorneys Zeits and Adams review it. The Committee recommends this to the Board for adoption at the December meeting.

#### **Laptop and WiFi Policy**

Howard secured a grant to purchase laptops for circulation. Since the laptops and WiFi Hotspots are very similar, Howard added Laptops to the existing 3.7 Policy for WiFi Hotspots. After some discussion about the filtering requirement, the Committee recommends this to the Board for adoption at the December meeting.

#### **Fine Policy**

Howard led a brief discussion about the Fine Policy still being suspended due to the building being closed because of the pandemic.

#### **Youth Board Representative**

A patron asked about a Youth Board Representative or a Youth Advisory Board. There was much discussion about the goals of such a program and comments were favorable to move forward. Howard will do some research and talk to staff about this and bring the information to the January meeting.

#### **Personnel Issue:**

**Consideration of Closure on December 26th**

Due to rising COVID numbers, the possibility of staff being in gatherings, and already being closed December 24, 25, and 27<sup>th</sup>, Howard asked the Committee to consider closing for the 26<sup>th</sup> and paying staff. While it is under Howard's authority to close during the pandemic, the Committee supported that decision and the recommendation to pay staff. The Committee recommended it be forward to the whole Board for decision on pay at the December meeting.

**Next Meeting Date / Time:** January 5, 2021 at 10:30am.

**Next Meeting Topic Suggestions:** Fine Policy, Youth Board Representative

**Public Comment:** There was none.

**Adjournment:** The meeting adjourned at 10:56 am.