



Board of Trustees Regular Meeting  
MINUTES (approved)  
Thursday, February 18, 2016 at 5:00pm  
**McGuire Community Room**  
610 Woodmere Ave., Traverse City, MI 49686

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**1. Call to Order**

The meeting was called to order by President Gillman at 5:00pm. Present were Gillman (President), Marek (Vice President), Beasley (Secretary), Jones, Payne, and Kachadurian (Trustees). Also present were Judson (Counsel), Parsons (Director), and Carpenter (Staff).

**2. Approval of agenda**

It was MOVED by Kachadurian, SUPPORTED by Jones, to approve the agenda as presented. Gillman made an amendment to remove item 7c from the agenda. With agreement to the amendment by Kachadurian and Jones, motion CARRIED.

**3. Approval of minutes**

It was MOVED by Beasley, SUPPORTED by Marek, to approve the regular meeting minutes of January 21, 2016, as presented. Motion CARRIED.

**4. Public Comment**

President Gillman opened the floor for public comment. There was none.

**5. Reports and Communications**

a. *Director Report*

Parsons confirmed her written report and added the following:

- Since the renovations in the Woodmere Youth Services Department, it is evident that the room is being more heavily used, which we believe is a direct result of the changes. On a recent walk through the department Parsons encountered a room full of patrons with Wigglers enjoying a story time and tweens enjoying their specialized Tween Area at the same time.
- The History Center archive collection has been moved to TADL and volunteers are in the process of organizing and shelving the items. Parsons commended Bruce Bennett, TADL's Facilities Manager, for his intensive work preparing the space in the Talking Book Library where the collection is housed.
- City appointed board member, Geoff Streit, has resigned from the TADL Board of Trustees since he has moved out of the city limits. The City is currently accepting applications through February 29<sup>th</sup> to fill the vacancy.
- Since the Friends of TADL's Gift Shop has changed its name to Under the Stairs Gift Shop and added different signage, there has been more customer traffic.
- TADL will begin hosting the Evergreen ILS on the new in-house servers on March 12<sup>th</sup>. Despite the cost outlay, this change will pay for itself in within five years and provide TADL more flexibility to customize the system.

President Gillman noted that Departmental Reports were included in the board packet. There were no additions to those reports.

b. *Financial Report*

Parsons provided 2015 year-end financial updates. Currently revenues exceed expenses by \$338,573.

She also confirmed her written reports, highlighting the following:

- Revenue – Tax collections are going well at this point in the year. There is not much other revenue activity to date.
- Expenses – Expense activity is relatively low to date. Personnel expense is at 7.8%, which is right on target. Member library allocations and insurance have both been paid for the year and the \$12,000 furniture and equipment line item reflects new computers for the branch and member libraries.

c. *Member Library Reports*

- Renee Kelchak, Director of Interlochen Public Library (IPL), thanked TADL for the newly installed and upgraded computers. She also announced a community pizza party on March 9<sup>th</sup> to celebrate the IPL's new library building campaign fund progress. Kelchak highlighted the depth of the community's support and the needs that are being met through IPL programming and other local organizational partnerships.
- Written reports were provided by Vicki Shurly, Director of Peninsula Community Library, and Julie Kintner, Director of Fife Lake Public Library.

d. *Committee Reports*

- Facilities and Services Committee – Payne noted that the committee had met and primarily discussed A/V upgrades in the McGuire Room. Aaron Olson, TADL's Audio-Visual Department Coordinator, will put together an RFP for a system upgrade and bring it back to the committee. The committee also discussed the roof project completion and The History Center archive collection move. Marek expressed appreciation to Team Elmer's who volunteered to move the archive collection and shelving to Woodmere.
- Finance Committee – Gillman noted that the finance committee Chairperson, Streit, was no longer on the TADL board and Kachadurian would assume the role. Kachadurian noted that the committee had met and discussed the MERS unfunded liability and a payment resolution, item 7a later in the agenda.
- Personnel Committee – Kachadurian noted that the committee had not met but that a proposal had been submitted to the employee union and the committee is waiting for the union's response.
- Policy Committee – did not meet.

e. *Other Reports and Communications*

- Friends' Report – Maryln Lawrence, Friends Board President  
Lawrence reported that the Friends board had not met in January due to weather. Several specialized committees have been formed, and Lawrence reported that the committees are working well together and much is being accomplished. She re-affirmed Parsons report that the new Gift Shop signage has helped attract customers. The recent Media Sale brought in just over \$1000. The Spring Book Sale is April 16, and the Friends would like to make a promotional 'Love Your Library' bookmark available at the sale. The Friends annual meeting will be held on May 3, with a retired Coast Guard Commander as the featured guest. A bookkeeper will be hired next week.
- Agreement with The History Center to Donate Archives to TADL  
President Gillman affirmed that the agreement between TADL and The History Center of Traverse City has been signed by both parties.

**6. Old Business**

a. *Member Library Contracts Discussion*

President Gillman reported that the three member libraries, PCL, IPL, and FLPL, have indicated a desire to renew their contracts with TADL for a term of five years. The PCL Board has expressed an interest in renewing their contract as is with the existing funding formula. Their contract may be expedited provided agreement is reached on the minor changes needed. President Gillman then appointed a Member Library Contracts Committee, consisting of Beasley, Kachadurian and Payne, to execute the contract updates, obtain approval from the member library boards, and submit the contracts to the Finance Committee for review before the final contracts come before the full board for approval.

b. *Resolution to Join Northland Library Cooperative*

President Gillman briefly recounted recent board discussions and the compelling reasons for TADL to seek membership in an alternate Library Cooperative. He affirmed that joining Northland Library Cooperative (NLC) was the best choice for TADL, and emphasized a requirement to give Mid-Michigan Library League (MMLL) a six-month notice of TADL's intent to leave MMLL. It is believed that TADL's member libraries and several regional libraries are also planning to move from MMLL to NLC. It was MOVED by Kachadurian, SUPPORTED by Jones, to initiate notice to MMLL and approve the resolution to join Northland Library Cooperative as it was revised by Counsel and submitted to the board.

**7. New Business**

a. *MERS Unfunded Liability Payment Resolution*

It was MOVED by Beasley, and SUPPORTED by Marek to authorize a payment disbursement of \$125,000 from the Internal Service Fund and \$250,000 from the Employee Benefit Obligation Fund to MERS to reduce the Library's unfunded pension liability as presented. A roll call vote was taken with the following result:

Jones – Aye	Payne – Aye
Kachadurian – Aye	Gillman – Aye
Marek – Aye	Beasley – Aye

Motion CARRIED.

b. *Roof Maintenance Project Budget Amendment and Final Payment Resolution*

It was moved by Marek, and SUPPORTED by Payne, to amend the 2016 budget and submit the roofing project final payment to Spence Brothers in accordance with the resolution presented. A roll call vote was taken with the following result:

Jones – Aye	Payne – Aye
Kachadurian – Aye	Gillman – Aye
Marek – Aye	Beasley – Aye

Motion CARRIED.

c. *MERS Additional Credited Service Request* – item removed from the agenda

d. *Board Appointment of Acting Treasurer*

President Gillman nominated Kachadurian for appointment to the vacated position of Board Treasurer. It was MOVED by Marek, and SUPPORTED by Beasley that the board accept and approve the appointment nomination presented. Motion carried.

**8. Public Comment**

President Gillman opened the floor for public comment. The following people addressed the board: Pat Thompson, IPL Board of Directors, discussed IPL's new building campaign fund progress and confirmed IPL's intent to leave MMLL and join NLC. Julie Kintner, Director of Fife Lake Public Library, confirmed that FLPL resolved to leave MMLL with the intent to join NCL.

**9. Adjournment**

With a motion by Kachadurian, with support from Marek, President Gillman adjourned the meeting at 5:40pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on March 17, 2016,



J. Beasley, Board Secretary