



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, February 21, 2019 at 5:00pm
McGuire Community Room
610 Woodmere Ave., Traverse City, MI 49686

1. **Call to Order**

The meeting was called to order by ~~Vice~~ President Gersch at 5:00pm. Present were: Gersch (President); Mathewson (Acting Secretary); Gillman (Treasurer) and Odgers (Trustee). Jones (Secretary) and Vickery (Vice-President) were absent. Also present were: Zeits (Counsel); Juett (Director); Radjenovich (Business Manager) and Carpenter (Staff).

2. **Pledge of Allegiance**

All members in attendance stood and recited the Pledge of Allegiance to the Flag of the United States of America.

3. **Approval of agenda**

It was MOVED by Gillman, SUPPORTED by Mathewson, to approve the agenda as presented. Motion CARRIED.

4. **Public Comment**

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

5. **Approval of minutes**

a. *Regular Meeting of January 17, 2019*

Mathewson noted a typographical error within the motion on page 4, item 9a, which should read April 29, not April 27. It was MOVED by Mathewson, SUPPORTED by Odgers to approve the regular meeting minutes of January 17, 2019 along with the April 29 correction. Motion CARRIED.

6. **Reports and Communications**

a. *Director Report*

Juett confirmed her written report and added the following:

- Stationary computer use in the Public Computing Center (PCC) decreased 7.5% and portable Chromebook usage increased 34.7% in January. These statistics support the trend that computers are increasingly being used in other parts of the library and less in the PCC.
- The Friends of TADL will be purchasing new tables and chairs for the McGuire Community Room at the Main Library. The current ones are 20 years old, heavy and many in need of repair.
- TADL will be completing an LSTA grant application which would be used for shelving and digitization of the local history collection. Juett emphasized the importance of the collection and highlighted a recent article in the Ticker about new plaques that will be placed downtown with historical photos on them, many of which came from photo archives of the local history collection at TADL.
- Alison Ernst, Assistant Director for Public Service is also working on a unique opportunity through amateur radio and the international space station to have a conversation with someone at the space station during Summer Reading Club. TADL was one of 13 candidates chosen; of those 13, 3 are libraries and the other 2 are in

California. Juett and staff feel very fortunate to have been selected and are excited with the possibility to offer this to the community.

Odgers inquired about the location of the local history collection and how patrons could access it. Juett explained that the collection is located in the Talking Book Library and is not open to the public for browsing, but information and materials are accessible to patrons by inquiring with the library reference staff.

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

b. *Financial Report*

Radjenovich confirmed the January 2019 reports and added the following highlights:

- Expenses – Health and hospitalization is high due to annual HSA payments in January and are expected to balance out by year end. Books and media expense is low early in the year but will pick up soon and general building and grounds maintenance is low since it does not yet include the January snowplow bill. A large portion of the professional and contractual line items is due to the annual self-check machines contract payment.
- Revenue – Over half of the budgeted property tax amounts have been received. Under Fees and services, \$16K received was from a contractual tech services agreement. Sales are a bit higher so far because of funds brought in from the 20th anniversary gala event.

c. *Member Library Reports*

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

d. *Committee Reports*

- Facilities and Services Committee – President Gersch noted that this committee had not met.
- Finance Committee – Gillman reported that the committee had met and discussed the roof issue later on the agenda. The committee also received year-end financial updates and is investigating MI Class, a Michigan municipal investment pool, and plans to have more information for the board in March.
- Personnel Committee – Gillman reported that the committee had not met but noted that applications for the new director position are starting to come in.
- Policy Committee – Mathewson reported that the committee had met and reviewed the ethics policy which will be brought to the full board for approval next month. Discussion of a possible non-smoking campus policy also took place.

e. *Other Reports and Communications*

- Friends' Report – Noel Watson, TADL Friends Board President
Watson noted that the Friends raised a few hundred dollars for TADL at the 20th anniversary gala through a raffle event. They have distributed funds to Born To Read and purchased a 3D printer for the library. Memberships have reached 279 of the 300 goal. Watson discussed the upcoming book and media sales. The Friends of TADL annual meeting will be held May 15.

7. *New Business*

a. *Resolution- Spence Brothers Venting Mockup Budget Proposal*

Fred Campbell, of JML Design Group, reviewed the proposal presented to the board. The venting project will test the ability to reduce the attic temperature in the most congested portion of the attic to determine if would resolve the ice damming issue before continuing to vent the entire building. It was **MOVED** by Gillman, **SUPPORTED** by Mathewson, to approve and establish a budget of \$81, 523 within Public Improvement Fund for this project.

Brief discussion ensued. In response to an inquiry from recently appointed trustee Odgers regarding the competitive bidding process, Gillman affirmed that finding a solution to the roof and icing issues had been ongoing and that many different companies were contacted during the initial solutions phase. Zeits (Counsel) also believed that, due to Spence Brothers' expertise and specialty in this area, the competitive bidding requirement had been waived at a previous board meeting and suggested that it would be prudent to make that clear prior to approving the resolution presented to the board. With that guidance, Gillman withdrew his earlier motion and MOVED, SUPPORTED by Mathewson, to waive the competitive bidding requirement for this project if the venting mockup resolution is passed. Motion CARRIED.

Gillman then MOVED, SUPPORTED by Mathewson, to approve the resolution for the venting mockup and to adopt a budget of \$81,523 established within Public Improvement Fund. A roll call vote was taken with the following results:

Odgers – aye	Mathewson – aye	Vickery – absent
Gersch – aye	Gillman – aye	Jones – absent

Motion CARRIED.

- b. *Certificate of Resolution for Authorization to Sign Agreements with Fifth Third Bank*
Juett noted that the current certificate of resolution filed with Fifth Third Bank needed to be updated as one of the persons listed was no longer with the library. It was MOVED by Gillman, SUPPORTED by Mathewson, to make the necessary change and to approve the certificate of authorization to sign agreements with Fifth Third Bank as presented. Motion CARRIED.

8. **Public Comment**

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

9. **Adjournment**

With a motion by Gillman and support from Mathewson, President Gersch adjourned the meeting at 5:34pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on March 21, 2019,



J. Jones, Board Secretary