



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, March 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 President Gersch at 5:00pm. Present were: Gersch (President); Vickery (Vice-President); Gillman (Treasurer); Jones (Secretary); Mathewson and Odgers (Trustees). Also present were: Jocks and Raymond (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 Odgers, to approve the agenda as presented. Motion CARRIED.

4. **Public Comment**

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

5. **Approval of minutes**

a. *Regular Meeting of February 21, 2019*

Mathewson requested an amendment to change Vice President Gersch to President Gersch in items 1 and 4 to accurately reflect Gersch's position on the board, then MOVED, SUPPORTED by Odgers, to approve the amended regular meeting minutes of February 21, 2019. Motion CARRIED.

6. **Reports and Communications**

a. *Director Report*

Juett confirmed her written report and added the following:

- National Library Week and National Volunteer Week are coming up April 7 through 13. Several special programs and author talks are planned to commemorate those events.
- Poets' Night Out will be held at the Opera House on April 7 and will feature local poets.
- The Adult Services Department is developing a critical thinking collection of materials and a schedule of speakers.

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 February 2019 reports and added the following highlights:

- Expenses – Salaries and wages are down slightly for February but will reflect two retirement payouts in the next financial statement. Contractual expense increases, at this point, are mainly due to the checkout machines lease payment. Building and general maintenance does not yet reflect a \$5,500 snow plowing expense and is hopefully the last of the snowplowing for the season.

(approved)

Page 1 of 4

- Revenue – Property taxes received are about \$4.5 million as of March 15. The budgeted remainder should come in from the county in April. TADL has received half of the expected state aid for the Talking Book Library.

c. *Member Library Reports*

- Vicki Shurly, Director of Peninsula Community Library (PCL), noted the construction of their new building is slightly behind due to inclement weather, but is still expecting a June 30 opening. PCL has received \$2.3 million of their \$2.5 million fundraising goal. The annual fundraiser, Books at the Boathouse, has sold out and currently has a waiting list. Once PCL moves out of the Old Mission school at the end of the school year, the school plans to reinvent the space PCL occupies in order to expand their academic offering to 7th and 8th grade. Shurly thanked the TADL board for the contractual member library agreement payment.

Written reports from Renee Kelchak, Director of Interlochen Public Library (IPL), and Julie Kintner, Director of Fife Lake Public Library (FLPL), were included in the board packet.

d. *Committee Reports*

- Facilities and Services Committee – Vickery noted that the committee had met and discussed the Kingsley lease and received an update on the roof project.
- Finance Committee – Gillman reported that the committee had met and received an investment review from 5/3 representatives. The committee expects to speak with representatives from the Michigan Investment Pool at a future meeting.
- Personnel Committee – Gillman reported that the committee had met and continues to work on the new director search. There are currently eight applicants. Additional applicants are still being solicited. The full board will be asked to rank their top three candidates so that the interview process can begin. The committee also discussed the recent PMLA legislation later on the agenda.
- Policy Committee – Vickery reported that the committee had met and reviewed the ethics policy language based on the feedback at earlier board meetings. They also examined the results of the smoking policy survey taken by staff, which suggests a high degree of consensus to have a non-smoking campus policy.

e. *Other Reports and Communications*

- Friends' Report – Noel Watson, TADL Friends Board President
Watson noted that the Friends will be hosting a media sale on April 13. The Friends paid for bussing for all TCAPS 1st grade classes to visit TADL. The annual Friends meeting will be held May 15. Guest speakers will be members of the community who will be discussing one book that changed their life and how the library has influenced them. The Friends will be purchasing new meeting room tables and chairs for the McGuire Community Room at the Main Library. A special book sale on May 10-11 will feature a large collection of vintage books donated from a large estate.

7. **Presentation: Fred Campbell, JML Design**

Fred Campbell, of JML Design Group, provided a detailed review of the roof venting project approved at the previous board meeting and answered questions from the board. Although the necessary exhaust fans are due in on the 25th, much of the work has been completed. Once the fans are installed, a determination can be made whether the anticipated result will be positive. If this venting system works in the test area, then it will be implemented around the entire building.

8. **Old Business**

a. *1.7 Ethics Policy for the TADL Board of Trustees*

Vickery introduced the ethics policy recommended by the Policy Committee for board approval. The revisions have come after a series of concerns and suggestions made by board members over the past few meetings and newer members have had a chance to examine and consider it in more detail. He noted that the policy presented reflects the standard and framework that is in the American Library Association's guidelines for ethics policies and that the elements are phrased in such a way to make clear that they are content of a general ethics policy and are not individual stand-alone statements, but to be taken as a whole. It was MOVED by Vickery, SUPPORTED by Gillman, to accept 1.7 Ethics Policy for the TADL Board of Trustees as presented. Gillman was pleased that the committee had taken his past concerns seriously and were able to come up with a good ethics policy that he could be comfortable with and expressed his appreciation for the work that was put into it. President Gersch concurred with the committee's effort and result. A roll call vote was taken with the following results:

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

Motion CARRIED.

b. *Kingsley Lease Update - Extension*

Juett reported that several lease revisions have gone back and forth between the parties and neither is ready to move forward yet. The lease has been extended until April 29 and Juett anticipates that Counsel will have more information at the next Facilities and Services Committee meeting for review. Although this is a complicated contract, Juett noted TADL's ultimate goal is to see that the Kingsley residents benefit from the library being there. Vickery echoed Juett's sentiment to providing core services to the community and drew attention to a portion of the administrative reports included in the board packet in which it was mentioned that the library is a place, a platform, and an embedded site of engagement in the community.

9. **New Business**

a. *PMLA Revisions to excerpts of the TADL Employee Manual*

Juett noted that changes to the employee manual and union contract were necessary following the State of Michigan's passage of the Paid Medical Leave Act (PMLA). Lindsay Raymond, of Danbrook Adams Raymond, reviewed the legislation in more detail which essentially ensures that employers with more than 50 employees provide a specific paid leave benefit based on an employee's hours worked. She indicated that this legislation does not take away any TADL union employees' rights and actually expands rights for others. It was MOVED by Gillman, SUPPORTED by Odgers, to accept the necessary revisions to the TADL employee manual in order to accommodate the PMLA regulations. A roll call vote was taken with the following results:

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

Motion CARRIED.

b. *Letter of Understanding*

Raymond confirmed that the Teamsters had agreed to the Letter of Understanding presented to the board for approval. It was MOVED by Gillman, SUPPORTED by Mathewson, to approve and sign the letter of understanding between TADL and the Teamsters Union Local 214 regarding the new legislation as presented. Motion CARRIED.

10. **Public Comment**

President Gersch opened the floor for public comment.

Odgers expressed appreciation for the spotlight on the library Pages in the TADL newsletter as they are an integral part of the library.

Vickery drew attention to the administrative reports to the board included in the monthly board packets as well as the electronic newsletter sent on a monthly basis. He commended staff on the sophistication, quality, and creativity of the services provided to the community, and that which the library provides as an institution.

11. **Adjournment**

With a motion by Gillman and support from Jones, President Gersch adjourned the meeting at 6:00pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on April 18, 2019,



J. Jones, Board Secretary