



TRAVERSE AREA DISTRICT
LIBRARY

Board of Trustees Regular Meeting

MINUTES (approved)

Thursday, April 18, 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); Gillman (Treasurer); Jones (Secretary); and Odgers and Sullivan (Trustees). Vickery (Vice-President) and Mathewson (Trustee) were absent. Also present were: Zeits (Counsel); Juett (Director); Radjenovich (Business Manager) and Olson 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

Gillman noted that Carol Sullivan was newly appointed by the County to the TADL Board of Trustees and requested her Oath of Office be performed following the approval of the March minutes, as item 5.5. Juett also requested adding 7.5 New Business, item a. Peninsula Community Library Network Wiring Funding Approval to the agenda. With no other amendments, it was MOVED by Jones, SUPPORTED by Odgers, to approve the agenda with the aforementioned additions. Motion CARRIED.

4. Public Comment

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

5. Approval of minutes

a. Regular Meeting of March 21, 2019

It was MOVED by Gillman, SUPPORTED by Odgers, to approve the regular meeting minutes of March 21, 2019 as presented. Motion CARRIED.

5.5 Oath of Office

Secretary Jones administered the Oath of Office to Carol Sullivan, with Sullivan responding affirmatively. Sullivan was appointed to the TADL Board of Trustees by the Grand Traverse County Board of Commissioners. President Gersch welcomed her to the Board.

6. Reports and Communications

a. Director Report

Juett expressed her appreciation to have a full board again, confirmed her written report and added the following:

- Auditors from Dennis Gartland Niergarth will start fieldwork for the 2018 audit beginning April 22.
- TADL was voted one of the best libraries in Michigan according to a poll by Trip Advisor.
- Juett met with the Jean Derenzy, of the Downtown Development Association, to discuss the association's plans for a possible 20 year extension of TIF97. Juett confirmed that the TADL Board of Trustees would choose to opt out should that happen. Derenzy would

(approved)

Page 1 of 4

like to thank and address the TADL board regarding past participation at a future board meeting.

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 March 2019 reports and added the following highlights:

- Expenses – VSP vision insurance figures are lower than the prior year since rates are lower after moving to the Michigan Chamber of Commerce VSP group. Professional and Contractual item figures are higher than the previous year due to leasing check-out machines. This cost was also reflected in another category last year. The final snowplow bill has not been received, but Radjenovich expects building and maintenance expenses to still be on track.
- Revenue – The last big property tax check has been received and will be reflected in next month's report. To date, revenues are slightly above budget. The second half of State Aid for the Talking Book Library is expected in June. Penal fine revenue is expected in July.

c. *Member Library Reports*

Written reports from Renee Kelchak, Director of Interlochen Public Library (IPL), and Vicki Shurly, Director of Peninsula Community Library (PCL), were included in the board packet. There was no report from Julie Kintner, Director of Fife Lake Public Library (FLPL) this month.

d. *Committee Reports*

- Facilities and Services Committee – Jones noted that the committee had met and discussed the roof project results and a plan to move forward, as well as the Kingsley lease. Both are agenda items.
- Finance Committee – Gillman reported that the committee had met and discussed the Kingsley lease brought before the board for approval. The committee also discussed TIF as mentioned earlier in Juett's Director report.
- Personnel Committee – Jones reported that the committee had met and continues to work on the new director search. There are a total of 12 applicants that have been narrowed down to five candidates. One more submission came in after the selection was made and is being held in reserve. Two members of the committee will conduct preliminary phone interviews with the selected candidates within the coming weeks. The next phase would then be public interviews with the entire board at which time the candidate names will be made public. A decision is anticipated following the public interviews as the pool of candidates is excellent.
- Policy Committee – Jones reported that the committee had met and discussed a smoke free campus and will bring it before the board next month. Updates to the behavior policy are under review and will also be brought before the board next month.

e. *Other Reports and Communications*

- Friends' Report – Noel Watson, TADL Friends Board President
Juett reported in Watson's absence that the Friends netted approximately \$4700 at the April Media Sale.

7. **Presentation: Equipment Lending ~ Aaron Olson. Sight & Sound Department Coordinator**

Olson provided historical and current lending practice information of non-traditional materials, those other than books and media. Historically, TADL has loaned or rented things from framed art in the 1960's, Polaroid cameras, slide and 16mm projectors, and Laser Video Disc machines in the 1980's, to puppets in the early 2000's. The rental equipment phase dropping off sharply in 2017 aligned with a parallel upswing in lending and interest in new discovery items such as telescopes, musical

instruments, photo and video scanning tools and more. Olson and staff redesigned underutilized space in the Sight & Sound Department to entice patrons to make new discoveries with non-traditional lending items and to house a collection with growing demand.

Beyond the Sight and Sound Department walls there is a host of other non-traditional lending items revving up circulation. Michele Howard, Adult Services Coordinator, reviewed the history behind TADL Seed Library and where it is 'growing'. Howard highlighted STEM Kits and Playaway Launch Pads already in the Youth Services Department as well as an under consideration board game lending program for Teen Services and the possibility of lending things like baking pans and sewing machines in the future. Olson answered questions from the board and wrapped up by emphasizing that the collection holds a new promise for patrons that keeps evolving, and meeting new needs, with access to things they had not expected. He thanked the board and Juett for supporting this type of lending through policy and believes it all adds to making a better community.

7.5 New Business

a. *Peninsula Community Library Network Wiring Funding Approval*

Scott Morey, Assistant Director for Technology, noted that as a part of the member library agreement, TADL is responsible for internal network wiring in the new Peninsula Community Library building. Morey feels confident with Feyen Zylstra, a qualified vendor, who won the open bid and who also helped with the Interlochen Public Library's new building. He also explained that TADL has applied for funding through the federal USF e-rate program which provides sizeable subsidies for these types of projects. As a general practice funding is approved before the project starts, but in this case the work needs to start before the formal e-rate approval. Morey stressed that project has been budgeted for, and although TADL would pay the larger amount of \$16,664.62 now, it will come back in line to the anticipated \$4999.39 cost after receiving reimbursement from the FCC to underwrite the project, and fall within the amount budgeted. It was **MOVED** by Gillman, **SUPPORTED** by Jones, to approve the pre-payment of \$16,664.62 so that the work can get started for Peninsula Community Library. A roll call vote was taken with the following results:

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

Motion **CARRIED**.

8. Old Business

a. *Roof Update*

Fred Campbell, JML Design, provided a review of the ventilation test work that had been done since the April board meeting, gave an explanation of the findings, answered questions from the board and provided them with a workflow timeline.

b. *Kingsley Lease Update*

Zeits (Counsel) provided confirmation that the Village of Kingsley had agreed to the lease presented to the board, but had not yet had a meeting to vote on it. She reviewed all the changes from the original lease. After a brief discussion by the board it was **MOVED** by Jones, **SUPPORTED** by Odgers, to approve the lease between TADL and the Village of Kingsley as presented. A roll call vote was taken with the following results:

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

Motion **CARRIED**.

c. *Director Search*

No further information was added to the Personnel Committee report presented earlier on the agenda.

9. **Public Comment**

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

10. **Adjournment**

With a motion by Gillman and support from Jones, President Gersch adjourned the meeting at 6:10pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on May 16, 2019,



J. Jones, Board Secretary