

TADL Facilities & Services Committee  
Minutes

**May 13, 2019 ~ 2:00 p.m.**

Thirlby Room  
610 Woodmere Avenue  
Traverse City, Michigan

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**Attendance:** Micheal Vickery, Chair, Susan Odgers, and Carol Sullivan; Gail Parsons Juett, Director, Bruce Bennett, Facilities Manager, Scott Morey, Assistant Director for Technology, staff.

**Agenda** – The agenda was approved as presented.

**Approval of Minutes**

The minutes of the April 4, 2019, meeting were approved as presented.

**Public Comment**

There was no public comment.

**Roof Update**

Bennett reported that he had just spoken with Jeff Berden from Spence Brothers and that they are finishing up the plan and should have some pricing information available later this week in time for the Board meeting. The project will be done in stages; the first stage would seal the air barriers with work being done after hours in the building to avoid disruption to patrons and staff. The second stage would be to replace the boilers and humidifiers. In the fall, exterior work on the soffits and ventilation would be completed. Following this, we would reevaluate after the winter to see if the icing problem has been solved or if we need to install a cold roof. If all goes according to plan, the roof could be replaced next year.

**Security Cameras**

Bennett discussed the RFP that he and Morey had developed for new security cameras. He noted that when it was introduced at the Finance Committee meeting, Jason Gillman, Treasurer, had some suggestions in regard to cameras and wiring based on his years of experience in the field. Bennett will set up a meeting with Gillman and Morey to review the RFP and discuss options. It was agreed that we need to develop the best possible solution to ensure good quality images and flexible recording options.

**TCAPS Memorandum of Understanding**

Juett reported that she had approached TCAPS last September regarding starting a program based on one at the Kalamazoo Public Library which provides library cards to all of the students in their school system. TCAPS followed up recently with a Memorandum of Understanding which is based on the one from Kalamazoo. The MOU has been reviewed by legal counsel and several changes were made. Members felt this initiative would be a wonderful opportunity to extend library services to students who have little or no access to libraries in their schools. One of the stipulations in the agreement is that TADL would forgive all fines (but not unreturned items) for TCAPS students on a one time basis to get those students back in the library. Tech staff did a quick review, and it looks like there is about \$40,000 in outstanding fines for school aged students in the area. Juett will discuss this at the next Finance Committee meeting before taking it up at the Board level. Morey and Juett have also been talking with Woodland School administrators about extending our Evergreen system to their school and students. Morey feels confident that this would be a low-impact project for his staff and would be a good way to gauge the department's capabilities for other similar endeavors in the future.

**Public Comment**

There was none.

**Next Meeting**

The next meeting is scheduled for June 27, 2019 at 5:30 p.m.

**Suggested topic:** Roof Update

**Adjournment**

The meeting adjourned at 3:05 p.m.