



TRAVERSE AREA DISTRICT  
LIBRARY

**Board of Trustees Regular Meeting**  
MINUTES (approved)  
Thursday, May 16, 2019 at 5:00pm  
**Interlochen Public Library**  
9411 Tenth St., Interlochen, MI 49643

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1. **Call to Order**

The meeting was called to order by President Gersch at 5:11pm. Present were: Gersch (President); Vickery (Vice-President, arrived at 5:13pm); Gillman (Treasurer); Jones (Secretary); and Odgers and Sullivan (Trustees). Mathewson (Trustee) was absent. Also present were: Zeits and Adams (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.

President Gersch thanked Interlochen Public Library for hosting the TADL board meeting.

3. **Approval of Agenda**

Juett noted that she had recently received the venting improvement and soffit replacement cost proposal from Spence Brothers and that Jeff Berden was in attendance to talk about it. This item would be Old Business, item 7b. Jones also suggested moving item 10, Public Comment, to 8.5 just before item 9's possible closed session. It was MOVED by Gillman, SUPPORTED by Odgers, to approve the agenda with the aforementioned amendments. Motion CARRIED.

4. **Public Comment**

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

5. **Approval of minutes**

a. *Regular Meeting of April 18, 2019*

It was MOVED by Odgers, SUPPORTED by Gillman, to approve the regular meeting minutes of April 18, 2019 as presented. Motion CARRIED.

6. **Reports and Communications**

a. *Director Report*

Juett confirmed her written report and added the following:

- Kingsley community's annual Adams Fly Festival is June 1, 2019. It's a very fun signature event and everyone is invited.
- The Village of Kingsley approved and signed the lease agreement presented and approved at TADL's April board meeting.
- Juett and TADL's Facilities Manager, Bruce Bennett, met with MDOT, Great Lakes Central Railroad, the Filling Station, and the City of Traverse City to discuss trespassing and encroachment on the railroad property. TADL has asked the railroad to provide boundary lines and inquired whether the lines would be marked. It's possible that snow from winter plowing might be pushed over the line inadvertently when the roads are plowed.

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 April 2019 reports and added the following highlights:

- Expenses – A \$14,000 payment was made to OCLC (Online Computer Library Center), a large database used for cataloging materials, resulting in higher professional and contractual services figures over last year at this time. Education and travel is up from last year due to more conferences attended in April. Odgers inquired about the negative variance under insurance and bonds. Radjenovich explained that this is a hard to budget item and it is often an estimate, however the \$529 overage is small in relation to the entirety of the budget and is not a concern at this time.
- Revenue – TADL received \$12,000 from Interlochen Center for the Arts for their contracted annual tech services fee. A \$5000 donation was made to the Talking Book Library and a specific use for the funds will be determined in the near future.

Radjenovich also thanked the Friends of TADL for covering the cost of bussing for all of TCAPS 1<sup>st</sup> graders to visit the TADL Main library. New TADL swag items, including tote bags, mugs and stickers, are available for purchase.

c. *Member Library Reports*

- Renee Kelchak, Director of Interlochen Public Library, noted that circulation and visitor counts are up, as expected in a new building. Kelchak reviewed several upcoming events including the Friends Plant Sale, a Mother Daughter and Friends Tea, and a June book sale. The Friends of IPL are preparing a new fundraiser called Baubles, Bangles, and Bags. Found items like jewelry, scarves, etc. are being cleaned and spruced up for an August event. Students at Interlochen Arts Academy have designed a partnership program with IPL for a rotating collection of artwork that would be displayed in the library. Kelchak expressed her appreciation for all the tech support and general services received from TADL.

Written reports from Vicki Shurly, Director of Peninsula Community Library (PCL), 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 changes to the roof and insulation plan and were waiting on a budget from Spence Brothers. A presentation was made to the committee on security cameras and a memo of understanding with TCAPS was also reviewed in which students would be offered library cards as a service to provide them with access to information and materials through TADL.
- Finance Committee – Gillman reported that the committee had met and discussed upcoming camera upgrades and an update to the required request for proposal. They also met with a representative from MI CLASS who provided a review of their investment pool services, a discussion item later on the agenda.
- Personnel Committee – Jones reported that the committee had met and noted that he and Mathewson had conducted phone interviews with the five previously chosen Director candidates. The committee recommends moving forward with a public interview forum at a special board meeting with the following three candidates: Ryan Deery of Allegan, MI; Leah Dodd of Battle Creek, MI; and Michele Howard of Traverse City, MI. The committee also discussed a written attorney-client matter later on the agenda.
- Policy Committee – Vickery reported that the committee had met and discussed consideration of a smoke and tobacco free campus, reviewed a staff survey, and developed a policy for board review and approval.

e. *Other Reports and Communications*

- Friends' Report – Noel Watson, TADL Friends Board President  
Watson provided a PowerPoint presentation on the mission, direction, and accomplishments of the Friends of TADL. He gave a special thank you to Marlyn Lawrence, a longtime TADL board member, valuable Friends volunteer and past Friends board president, for her dedicated service. Watson introduced the Friends' new board President, Doug Weaver. Weaver talked briefly about plans for the future of the Friends of TADL.

Trustee Gillman thanked Watson for his service and contribution to the Friends of TADL.

7. **Old Business**

a. *Committee Membership*

With a full board of trustees now in place, Jones read aloud a list of President Gersch's recommended committee assignments and/or re-assignments. It was also **MOVED** by Jones, **SUPPORTED** by Gillman, to confirm the following committee compositions:

Finance Committee: Gillman (chair), Jones, Odgers  
Personnel Committee: Jones (chair), Gillman, Mathewson  
Policy Committee: Mathewson (chair), Vickery, Sullivan  
Facilities and Services Committee: Vickery (chair), Odgers, Sullivan

Motion **CARRIED**.

b. *Presentation: Jeff Berden, Spence Brothers*

Berden, of Spence Brothers, provided a handout and extensive review of the venting improvement and soffit replacement roofing project status, a plan of action, and a proposed total cost. He answered a variety of questions from the board. It was noted that there is an existing contract with Spence Brothers and that this proposal would be a modification. Following further discussion it was **MOVED** by Gillman, **SUPPORTED** by Vickery, to establish a budget of \$375K from the Public Improvement Fund for the purposes of the venting improvements and soffit replacement project as presented by Berden, subsequently amending the current contract with Spence Brothers, and to move forward with the project. A roll call vote was taken with the following results:

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

Motion **CARRIED** with 6 aye.

8. **New Business**

a. *4.2 Smoke and Tobacco Free Campus Policy*

Vickery introduced a simple and straightforward smoke and tobacco free campus policy noting that the basis behind the policy is public health and consistency with other public spaces in the community. It is also a response to patron interest and staff support. It was **MOVED** by Vickery, **SUPPORTED** by Gersch, to approve the policy as presented. Discussion ensued regarding policing and enforcement, experiences with smoking and/or smokers, signage plans, public awareness and communication efforts, and it was noted by both Gillman and Jones that some form of this policy has been brought to the board several times over the past eight years. Vickery re-emphasized that the overarching element of the policy stems from a public interest in protecting the health of all participants of the public library. It was agreed that, if approved, the policy would become effective immediately however there would be an educational and practical transition time prior to enforcement. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 aye and 1 nay.

b. *4.1 Behavior Policy*

Vickery noted that the purpose of the behavior policy revision was to update the mission, incorporate the Smoke and Tobacco Free Campus Policy approved in the previous item of business, and to articulate consistent and equitable remedies that the staff could rely on in order to discourage behavior that is disruptive to patron use of the library. Gillman suggested removing items 14 and 15 and replacing it with 'any violation of the smoke and tobacco free campus policy'. Odgers had concern about the interpretive quality of some of the behaviors in the policy. Zeits (Counsel) noted that there is an established consistency of practice with regard to the behaviors and that violators also have the opportunity to appeal any violation as set forth in the policy.

Due to Gillman's suggested change and the resulting successive effects of the numerals, President Gersch sent the policy back to the Policy Committee to clean it up and bring back to the board next month for approval.

c. *Schedule Special Board Meeting for Director Interviews*

Juett suggested three dates to consider holding a special board meeting for the purposes of Director interviews. A 5-hour time allotment would be necessary to accommodate a meeting with three interviews of approximately 1-1/2 hours each. The meeting will be video-taped and open to the public. May 31, 2019 was chosen unanimously. Jones will follow through with scheduling the candidates.

d. *MI CLASS Discussion*

Gillman noted that the Finance Committee is monitoring TADL's current investments and, following an informational presentation from a MI CLASS representative, the committee supports establishing a MI CLASS account as a potential alternate investment vehicle. He explained that in order to invest with MI CLASS that TADL was required to approve a resolution to create an account with MI CLASS and a resolution was prepared for that purpose. He confirmed that TADL was not investing money at this time, only establishing an account to do so should the board decide to invest at a future date. It was MOVED by Gillman, SUPPORTED by Sullivan, to adopt the resolution as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 aye.

**8.5 Public Comment**

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

**9. Possible Closed Session for consideration of written, attorney-client communication regarding personnel matter.**

It was MOVED by Gillman, SUPPORTED by Jones, to take a 5-10 minute recess before entering into closed session. Motion CARRIED and a brief recess was taken starting at 6:37pm.

The board reconvened at 6:47pm. It was then MOVED by Gillman, SUPPORTED by Jones, to enter into closed session to consider written, attorney-client communication regarding a personnel matter.

A roll call vote was taken with the following results:

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

Motion CARRIED with 6 aye.

Open session resumed at 7:52pm. It was MOVED by Jones, SUPPORTED by Gillman, to authorize the TADL Board President and its Secretary to follow the recommendation set forth in the written, attorney client communication regarding a personnel matter. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 aye and 1 nay.

10. **Adjournment**

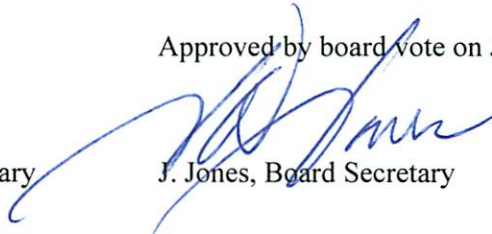
Upon a motion by Gillman and with no further business to discuss, President Gersch adjourned the meeting at 7:53pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on June 20, 2019,



J. Jones, Board Secretary