



TRAVERSE AREA DISTRICT
LIBRARY

Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, July 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 Vice President Vickery at 5:00pm. Present were: Vickery (Vice President); Gillman (Treasurer); Jones (Secretary); Mathewson, Sullivan, and Odgers (Trustees). Gersch (President) was 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 Jones, to approve the amended agenda as presented. Motion CARRIED.

4. Public Comment

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

5. Approval of Minutes

a. *Regular Meeting of June 20, 2019*

Odgers noted two corrections wherein President Gersch was erroneously referred to as Vice President in items 1 and 4. Jones also noted that the word January in item 6b should be replaced with May. It was MOVED by Mathewson, SUPPORTED by Jones, to approve the regular meeting minutes of June 20, 2019 with the aforementioned corrections. Motion CARRIED.

6. Reports and Communications

a. *Director Report*

Juett confirmed her written report and added the following:

- New water fountains with water bottle filling stations will be installed on the first and second floors of the Main library. This decision stemmed from numerous patron suggestions and will be funded by a \$6,400 grant from Northland Library Cooperative.
- East Bay Branch and Kingsley Branch Library have both received great news coverage in the past month, with East Bay making the front page of the Record Eagle.
- The ARISS event went very well. The moment radio contact was made with the International Space Station and astronaut Nick Hague responded, everyone in the room was very emotional and overwhelmed. TADL is happy to have been chosen as a participant in this event.
- TADL will be offering a new "Consider This" book collection as well as program events with a philosophy and critical thinking focus for all ages.
- The Ladies Library Association was established in 1869 by eight women in Traverse City. Juett will be attending and speaking at the 150th Anniversary celebration event.

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

b. *Financial Report*

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

- Revenues – Fees and services, mostly made up of technology maintenance agreements, is on target. Penal fines from Grand Traverse and Leelanau Counties have been received and will be reflected in the July report. Penal fine payments continue to trend downward and were less than budgeted. Interest and dividends are doing well. Rents and royalties are down from last year however are expected to climb with the increase in community room reservations.
- Expenses – Health and hospitalization appear low over the prior year, however, this is due to timing of payments. Professional and contractual services increased due to higher attorney usage and also include auditing service fees. There are no property tax reimbursements to date.

c. *Member Library Reports*

Renee Kelchak, Director of Interlochen Public Library (IPL), noted that circulation figures are up and Summer Reading Club participation has been active and busy. The IPL Friends are having a Baubles, Bangles & Bags Sale on August 10th and they are also donating a digital copy of the historical film called *Fascinating History Between the Lakes: How Interlochen Came To Be* to each library in the district.

A written report from Julie Kintner, Director of Fife Lake Public Library (FLPL), was included in the board packet.

d. *Committee Reports*

Vice President Vickery noted that the Personnel and Policy Committees had not met.

- Facilities and Services Committee – Vice President Vickery reported that the committee had met and received an update on the roof, security cameras, and the TCAPS Memorandum of Understanding. The committee also appreciated receiving a list of future capital improvement needs to consider.
- Finance Committee – Gillman reported that the committee had met and discussed several items later on the agenda.

e. *Other Reports and Communications*

- Friends' Report – Doug Weaver, TADL Friends Board President
Donna Hornberger, Friends of TADL Vice President, reported that the TADL Friends software committee has selected Wild Apricot, membership management software, to present for approval at their August board meeting. The annual Fall book sale will be held September 27-29. TADL trustee Odgers encouraged the Friends to consider the membership's thoughts about an electronic sign for the library.

7. **New Business**

a. *Resolution to Pay MERS \$200,000 from Internal Service Fund and revision of the Budget*

Gillman reported that the Finance Committee unanimously recommended the resolution to pay MERS \$200K from the Internal Service Fund toward the unfunded pension liability and to revise the budget accordingly. It was MOVED by Gillman, SUPPORTED by Jones, to accept the resolution as presented. A roll call vote was taken with the following results:

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

Motion CARRIED.

b. *Consideration of Security Camera Bids*

Gillman noted that the Finance Committee reviewed the security camera bid proposals and recommends approving the proposal from TKS Security for \$33,674. Scott Morey, TADL's Assistant Direct for Technology, budgeted \$30,000 for this project and feels the balance can be funded within the existing technology budget. It was MOVED by Gillman, SUPPORTED by Jones to approve and enter into contract with TKS Security, subject to approval of form and substance by Counsel, and to amend the budget accordingly with a not to exceed amount of \$35,000 to upgrade TADL's security camera system. A roll call vote was taken with the following results:

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

Motion CARRIED.

c. *Consideration of Boiler Humidifier Bids*

Spence Brothers, as construction managers, solicited bids for the boiler/humidifier replacement. After receiving three bids, they are recommending approval of the low bid from Hurst Mechanical. Gillman noted that the Finance Committee had not reviewed the bids and that the competitive bidding procedure had been waived as TADL has already contracted with Spence Brothers for the project. It was MOVED by Gillman, SUPPORTED by Jones, to approve the bid recommendation by Spence Brothers amending the project and contract parameters subject to form and substance by Counsel and to establish a budget of \$272,277 within the Public Improvement Fund for the purpose of replacing the boiler and humidifier. A roll call vote was taken with the following results:

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

Motion CARRIED.

d. *Northland Library Cooperative Board Appointment*

Juett reminded the board that TADL is the largest library in the Northland Library Cooperative (NLC) and has a permanent seat on the co-op board. Juett had been appointed to and still holds that seat which is typically held by the library director. She recommended that the board appoint incoming director, Michele Howard, to that position effective October 1, 2019. It was MOVED by Odgers, SUPPORTED by Mathewson, to approve the appointment as described by Juett. Motion CARRIED.

e. *Director Compensation*

Jones noted that with the changes in committee assignments and the search for a new director Juett was overlooked when other staff received salary increases for 2019. Juett's last evaluation was superior and her efforts since then have, if anything, increased. With that in consideration, it was MOVED by Jones, SUPPORTED by Odgers, to increase Juett's rate of pay by 3%, retroactive to January 1, 2019, and to be paid prior to her retirement. Gillman expressed that the board had dropped the ball on this matter and encouraged support as Juett is clearly deserving of the increase. A roll call vote was taken with the following results:

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

Motion CARRIED.

f. *Approval of L-4029 Tax Rate Request*

Juett and Radjenovich calculated the 2019 tax rate request using information gathered from Grand Traverse and Leelanau Counties. Gillman noted that this rate amounts to another tax cut; with some frugality and good financial management, the Headlee rollback has not been passed on

to the taxpayers. It was MOVED by Gillman, SUPPORTED by Odgers, to approve the 2019 tax rate request of .9382 mill as presented on form L-4029. A roll call vote was taken with the following results:

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

Motion CARRIED.

g. *MERS Annual Report Discussion*

Juett noted that each year TADL receives an annual actuarial valuation report from the Municipal Employee Retirement System of Michigan for the prior year. TADL's funding level has increased from 82% to 85% since the last report. Because of the extra payments made in the past several years, MERS notified TADL that the monthly payment could be lowered, however, the Finance Committee discussed and agreed with the wisdom of maintaining the current payment that could more quickly lead to an almost permanent settlement of the unfunded liability. These payments will be taken into consideration in the 2020 budget process.

8. **Public Comment**

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

Vice President Vickery noted that due to a conflict with another library event, the date of Director Juett's Retirement Open House was re-scheduled to September 22, 2019 from 1-3pm.

Odgers announced that fellow librarian, Becky Travis, from Elk Rapids District Library has passed away suddenly. Juett noted that Travis' parents were also key members of the Kingsley Friends of the Library who helped make the new Kingsley Branch Library a reality. Condolences were expressed to the Travis family and library community.

9. **Adjournment**

With no further business to discuss, Vice President Vickery adjourned the meeting at 5:43pm.

Respectfully submitted,



V. Carpenter, Recording Secretary

Approved by board vote on August 15, 2019,



J. Jones, Board Secretary