



TRAVERSE AREA DISTRICT
LIBRARY

Board of Trustees Regular Meeting
MINUTES – (approved)
Thursday, August 15, 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: Jocks (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**

Juett requested an amendment to add new business item 7d, resolution for payment to Spence Brothers for the roof venting and insulation project. It was MOVED by Gillman, SUPPORTED by Mathewson, 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*

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

6. **Reports and Communications**

a. *Director Report*

Juett confirmed her written report and added the following:

- Preliminary phone interviews for the Adult Services Coordinator position will take place on Friday. Juett hopes to fill the position soon.
- TADL's new critical thinking/philosophy collection "ConsiderThis" has drawn interest. Additions to the collection will be made and related programming will begin starting in October.
- The Traverse Area Historical Society, through a Petertyl grant, provided funding for two 40-hour interns to work with TADL's local history collection. At the conclusion of the internships, huge strides were made toward sorting and cataloging some of the special collections.
- Juett is still waiting on new health insurance renewal rates for the upcoming plan year.
- There were over 400 attendees at the Summer Reading Club finale party in Hull Park. Juett was pleased to be able to tie in the 2019's Summer Reading Club "Universe of Stories" theme with the International Space Station Radio Contact event this year. It was a record breaking year for participation.
- Juett has been working with Radjenovich and Howard to bring them up to speed with all their new duties after she retires.

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 July 2019 reports and added the following highlights:

- Revenues – The 2nd half of the State Aid has been received and will be reflected in the August financial report. State Aid overall is about \$6000 over budget. All penal fines have been received and are under budget by about \$10K, a 4% decrease. Fortunately the increased State Aid will offset some of this decrease. As penal fines have trended downward over the past several years, this will again be taken into account in next year's budget. Rents and royalties have been down, as are Contributions, but the latter will increase following receipt of a bequest in the amount of \$81,200.
- Expenses – Wages are on track. Workman's comp is currently over budget, but a portion will be adjusted for a 2020 pre-pay. Office and general supplies year-to-date were up from last year, but are still trending below budget for the year. Professional and contractual costs are higher due to extra needed legal counsel. Advertising and outreach are up due to the highly successful Summer Reading Club's record breaking enrollment. Participant t-shirts have been popular and have proven to be good advertising as they are worn throughout the Summer Reading Club year and on.

c. *Member Library Reports*

Julie Kintner, Director of Fife Lake Public Library (FLPL), noted that Summer Reading Club at FLPL was very successful. The t-shirts are a big hit which she believes are helping bring more awareness of the library within the community. Three members of the staff attended a MeL workshop offering at TADL's Main library. Kintner has had to deal with many building and grounds repairs lately. They have also installed LED lighting to help keep energy costs down. FLPL was able to update an AV cabinet through donations and a grant from Northland Library Cooperative. The Fife Lake community will be hosting its 1st annual Safety Day.

Vicki Shurly, Director of Peninsula Community Library (IPL), announced that the new PCL will open its doors on September 7, 2019. Since December of 2016 the community has raised over \$2.5mil, designed, built, and furnished their new library. Shurly thanked the TADL board for all of the invaluable resources received and for their support, with special thanks to TADL tech team members Scott Morey and Ed Barrett - PCL couldn't do without them!

Amy Barritt, Kingsley Branch Library Manager (KBL), commented on two questions she has gotten a lot since starting her position as branch manager. To the first, "How do you like Kingsley?", she responds that she was born and raised there and sees it as an honor to serve her hometown, the people she loves and knows well. She's excited to be able to change perceptions and make an impact in the community alongside her highly skilled co-workers. To the second question, "What's going on with kids in Kingsley?", she has dived into how the library can play a supportive role along with others in the community. This includes raising the mental health initiative in the area through materials in the library's collection, getting into the schools more, and through making connections and developing programming collaborations geared for teens and young people. KBL will be hosting its first Teen Lock-In and a good number of teens have already signed up. Barritt was proud to report that KBL staff received 65 wonderful thank you notes from kids participating in the Summer Reading Club.

A written report from Renee Kelchak, Director of Interlochen Public Library (IPL), was included in the board packet.

d. *Committee Reports*

Vice President Vickery noted that the Facilities and Services Committee and the Personnel Committee had not met.

- Finance Committee – Gillman reported that the committee had met just prior to the last board meeting and that the information had been covered at that meeting. He also noted that the next committee meeting will cover budgeting and other financial basics and suggested it would be beneficial for newer trustees who are not on the committee to attend the meeting for informational purposes.
- Policy Committee – Sullivan reported that the committee had met and discussed two policies later on the agenda for approval.

e. *Other Reports and Communications*

- Friends’ Report – Doug Weaver, TADL Friends Board President
Doug Weaver, Friends of TADL President, reported that the TADL Friends board has approved the use of the web-based membership management software program called Wild Apricot. Following an inquiry from Odgers, Weaver will look into whether the program could be shared by other Friends of the Library groups within the district. The annual Fall book sale will be held September 27-29. To date, the Friends have raised \$17K of the \$22K budgeted, and expect to be able to hit that target by year-end. The Friends of TADL are sponsoring the October National Writers Series event, featuring author Susan Orlean. It is hoped that memberships will increase following the event.

7. **New Business**

a. *Marion Talbot Estate – Acceptance of Gift*

Juett provided a brief bio of long-time patron Dr. Marion L. Talbot, who has bequeathed a gift of \$81,200 to the Traverse Area District Library. Juett noted that, per policy, any gifts over \$10,000 must be accepted by the board. Gillman confirmed with Counsel that the bequest was unrestricted as to the use of the funds and that it could be used as best fit the needs of the library. Juett confirmed that the bequest will be recognized on the donor wall and any applicable plaque related to the usage of the gift. It was **MOVED** by Gillman, **SUPPORTED** by Sullivan, to accept the gift of \$81,200 from the Marion L. Talbot Living Trust as described in the executor’s consent, release, indemnification and waiver as presented, and that upon receipt of the funds an amendment be made to the budget accordingly. 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**.

8. **Old Business**

a. *MERS Delegate Certification*

Radjenovich noted that MERS holds an annual conference every October. Delegates who attend have the right to vote for open candidacies to the MERS board. A nomination process and vote were taken among eligible employees, who selected Vicki Carpenter as the employee delegate, with Kristi Jackowski as alternate. The officer delegate, selected by Director Juett from eligible management staff was Deb Radjenovich, with Michele Howard as alternate. It was **MOVED** by Jones, **SUPPORTED** by Mathewson, to authorize the employee and officer delegates as presented and to submit the required 2019 Officer and Employee Delegate Certification Form. 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** and Vickery thanked the delegates for stepping up to those positions.

b. *Policy Revision – 3.2 Borrowing Parameters and Delinquent Charges*

Jones suggested amending the policy by removing the last part of the sentence in the fourth paragraph following the semi-colon, which reads “exceptions may occur where TADL policies

(approved)

conflict with school district policy at Peninsula Community Library,” and to insert a period after the word ‘district’ because PCL is now a standalone building and no longer located within the school. It was MOVED by Gillman, SUPPORTED by Mathewson to accept the policy revisions presented along with the strike out language and punctuation correction noted by Jones. Motion CARRIED.

c. *Policy Revision – 3.21 Fines and Lending Periods*

Juett reviewed several changes to 3.21 Fines and Lending Periods policy which include: a reduction in loan period for current year magazines to provide more access opportunity; an expansion in loan period to accommodate local book clubs encouraged and supported by TADL; a reduction in puppet fines to align with other youth materials; STEM kits were added to the storytime kit category; and a notation that maximum fines shall not exceed the cost of an item. It was MOVED by Mathewson, SUPPORTED by Odgers, to support and accept the revision to policy 3.21 Fines and Lending Periods as presented. Motion CARRIED.

d. *Resolution – Roof Venting and Insulation Project Invoice Payment*

Juett confirmed that the roof venting and insulation work has been satisfactory to date and that the payment needing approval will be taken from the Public Improvement Fund budget as approved in a prior resolution by the board. This payment is consistent with that resolution. It was MOVED by Gillman, SUPPORTED by Jones, to accept the resolution to approve payment to Spence Brothers for the roof venting and insulation project in the amount of \$129, 018.96. 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.

9. **Public Comment**

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

Odgers inquired about TADL logo water bottle sales following the Facebook posting announcing the new water bottle filling water fountains at the Main Library. Having attended the National Writer Series event with author Karl Marlantes, where he related his experience with libraries and librarians, Odgers emphasized the idea libraries change lives. She also suggested using a portion of the Talbot bequest toward health and disability issues since those were topics she knew were dear to Talbot.

Vickery provided insight into his recent visit to the library with his grandchildren and expressed support and appreciation to the staff for the work, thoughtfulness, and quality of the programming offered to the community by the libraries in the district.

Gillman, on behalf of the board of trustees, offered condolences to TADL’s longest serving employee, Katheryn Carrier, on the death of her husband and asked for a moment of reflection.

Mathewson congratulated the staff on a successful Summer Reading Club program, recognizing the work and dedication involved in making it a success.

10. **Adjournment**

With a motion by Gillman and support from Mathewson, Vice President Vickery adjourned the meeting at 5:47pm.

Respectfully submitted,


V. Carpenter, Recording Secretary

Approved by board vote on September 19, 2019,


J. Jones, Board Secretary