



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, September 19, 2019 at 5:00pm
Kingsley Branch Library
231 S. Brownson Ave., Kingsley, MI 49649

1. Call to Order

The meeting was called to order by President Gersch at 5:05pm. Present were: Gersch (President); Gillman (Treasurer); Jones (Secretary); Mathewson (arrived at 5:20pm), and Sullivan (Trustees). Vickery (Vice President) and Odgers (Trustee) were 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 Sullivan, to approve the agenda as presented. Juett noted that the Spence Brothers payment figures of item 7c were still unknown and that part of the agenda item should be removed from the agenda, however the related bank account closure should remain. She also requested an amendment, as item 7d, resolution to change authorized signers on TADL's Multi-Bank Securities investment account. Amendments accepted, it was MOVED by Gillman, SUPPORTED by Mathewson, to approve the amended agenda as presented. Motion CARRIED.

4. Public Comment

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

5. Approval of Minutes

a. *Regular Meeting of August 15, 2019*

It was MOVED by Gillman, SUPPORTED by Jones, to approve the regular meeting minutes of August 15, 2019 as presented. Motion CARRIED.

b. *Special Meeting of September 4, 2019*

It was MOVED by Gillman, SUPPORTED by Jones, to approve the special meeting minutes of September 4, 2019 as presented. Motion CARRIED.

6. Reports and Communications

a. *Director Report*

Juett confirmed her written report and added the following:

- After the non-smoking campus policy was approved signage was ordered and placed in multiple areas inside and outside of the library. Small information cards were also created for use at the start of implementing the policy. The transition has been smooth so far.
- Melissa McKenna has been hired as Adult Services Coordinator to replace Michele Howard as she moves into Directorship. McKenna comes from the Carnegie Library in Pittsburgh and has a start date of September 30.
- Juett expressed her sadness to leave TADL upon retirement, but has immensely enjoyed working in the TADL system. She thanked everyone on staff for all the support and the wonderful accomplishments they have made during her time with TADL.

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 August 2019 reports and added the following highlights:

- Revenues – A \$6400 grant was received from Northland Library Cooperative that was used to pay for two new bottle-filling drinking fountains. Overdue fines are at an expected level for this point in the year. Contributions have been down to date, but will show an increase next month with the recent receipt of the Talbot bequest which was formally accepted at last month's board meeting.
- Expenses – Expenses are in line with the percentage of the year completed. Retirement fund contributions are slightly lower than the previous year due to newer employees starting at lower salaries than those who have retired. Overall, expenses are in good shape.

c. *Member Library Reports*

Amy Barritt, Kingsley Branch Library (KBL) Manager, thanked the TADL board for holding the meeting at KBL. She gave credit to the Friends of KBL for contributing to many upgrade projects including paint, new items in the Teen Area, furniture, and more. There are plans to revamp the Children's Garden in 2020. Barritt and incoming Director Howard participated in the local Out of the Darkness suicide awareness walk. Local school educators are receiving trauma informed training, and in response to the community focus, KBL is developing a collection of complementary materials for pre-readers through high school age. Recent KBL retirees Mary Fraquelli and Bonnie White volunteered and led the Monarch Butterfly Release program.

Julie Kintner, Director of Fife Lake Public Library (FLPL), confirmed her written report and congratulated Juett on her upcoming retirement. She expressed appreciation for the mentorship she received from Juett and thanked the TADL board for all it does for the FLPL. Kintner then welcomed incoming Director Howard.

Vicki Shurly, Director of Peninsula Community Library (IPL), announced that the new PCL building opened on September 7th to over 1000 visitors, even bringing in local residents who had not used the library while it was located inside the TCAPS school. The move was made successful by a huge volunteer base and was completed within four days. Shurly thanked TADL for all the support received, with special thanks to the Technology Department, and wished Juett all the best in retirement.

Gillman added that watching the development of the new PCL building, he felt that the library exposure was better in the new location and commended Shurly on all her efforts to not only make the new library possible but her dedication to making it a reality.

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

d. *Committee Reports*

President Gersch noted that the Facilities and Services Committee had not met.

- Finance Committee – With a quorum present as a special meeting, Gillman reported that the committee and members present had reviewed the financial structure and current financial standing to assist in the transition to new Directorship under Howard. Closing the debt retirement account, an item later on the agenda, was also discussed.
- Personnel Committee – Jones reported that the committee had met, discussed, and recommend extending the employee union contract for another two years. A letter went out to the Teamsters union with that offer.

- Policy Committee – Mathewson reported that the committee had met and discussed items later on the agenda and deferred comment.

e. *Other Reports and Communications*

- Friends’ Report – Doug Weaver, TADL Friends Board President
In Weaver’s absence, Juett noted the upcoming book sale and invited everyone to attend the National Writers Series author event featuring Susan Orlean, who wrote *The Library Book*. Every attendee at the Orlean event will receive a TADL Friends membership.

7. **New Business**

a. *Behavior Policy Update*

Juett explained that after approving several behavior policy revisions at the last board meeting, a couple of guiding implementation weaknesses came to light. The revisions brought for approval would correct those: including when a violator’s incident history is removed, thus affecting any future violation; differentiation between violation level consequences and accumulations; and specification of when a suspension date begins. Gillman repeated a previous objection to violation number nine under Category B relating to petitioning and stated that he would vote no on the current revision based on that objection. It was **MOVED** by Mathewson, **SUPPORTED** by Sullivan, to approve the behavior policy revisions as explained by Juett. A roll call vote was taken with the following results:

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

Motion **CARRIED** with 4 aye and 1 nay.

b. *Meeting Room Policy Update*

Juett explained that the language revision within item six was to further clarify its original intent that users of TADL’s public meeting rooms ‘shall not be used to develop potential client lists or databases for future commercial solicitations’. Brief discussion followed. It was **MOVED** by Mathewson, **SUPPORTED** by Sullivan, to approve the meeting room use policy as presented. A roll call vote was taken with the following results:

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

Motion **CARRIED** with 5 aye.

c. *Resolution – Spence Brothers Payment and Closure of Debt Retirement Bank Account*

Juett noted that the Finance Committee had discussed and recommended that the approved additional money owed to Spence Brothers for the continuation of the roof project should be paid with funds from the debt retirement account. Based on previous discussions following the bond payout, and Counsel’s approval of using any funds left in the account toward building expenses, Juett read the following resolution:

Per recommendation from the Finance Committee, we propose a Resolution to close the Debt Retirement account with a balance of \$84,880.30 at Fifth Third Bank and move the funds into the General Fund checking account. Subsequently, \$84,880.30 will be transferred from the General Fund Investment Account into the Public Improvement Fund Investment account to be used for expenses for the Roof Project at the Main Library.

It was **MOVED** by Gillman, **SUPPORTED** by Jones, to approve the resolution read by Juett. A roll call vote was taken with the following results:

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

Motion **CARRIED** with 5 aye.

d. *Multi-Bank Securities, Inc. Non Corporate Resolution Form*

It was MOVED by Jones, SUPPORTED by Gillman, to approve and complete the non-corporate resolution form presented which would change the authorized signer of transactions with Multi-Bank Securities, Inc. from retiring Director Juett to incoming Director Howard. A roll call vote was taken with the following results:

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

Motion CARRIED with 5 aye.

8. **Public Comment**

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

President Gersch thanked Kingsley Branch Library for hosting the meeting and providing the delicious food prior to the meeting. President Gersch expressed gratitude to Juett for her service to the board and invited everyone to a farewell Open House on September 22. President Gersch has served her entire time on the board with Juett and highlighted Juett's exceptional fiscal responsibility and incredible oversight. She stated that it was a pleasure serving on the board with Director Juett.

Jones echoed Gersch's finance related comments and highlighted the personnel side of Juett's expertise, noting her fabulous people skills.

Mathewson, although new on the board but having experience in libraries and understanding of the stress that comes with directing a library, stated that she became a trustee recognizing TADL as a strong and vibrant library and offered credit and thanks to Juett for her part in the success of TADL.

Newest board member Sullivan expressed sadness to see Juett go. She noted that she felt welcome from the start of her time on the board, would have liked to serve with Juett longer and wished her the best.

Juett responded to the trustees' comments emphasizing that she could not have accomplished everything without the entire phenomenal TADL staff that make her look good. She also enjoyed working with a dedicated board which made her job easy. She is confident that Howard will be a wonderful director and is excited to see the direction she and the board take the library.

9. **Adjournment**

With all business completed, President Gersch adjourned the meeting at 5:43pm.

Respectfully submitted,


V. Carpenter, Recording Secretary

Approved by board vote on October 17, 2019,


J. Jones, Board Secretary