



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, October 17, 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 President Gersch at 5:00pm. Present were: Gersch (President); Vickery (Vice President); Gillman (Treasurer); Jones (Secretary); Odgers, Mathewson, and Sullivan (Trustees). Also present were: Zeits (Counsel); Howard (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**

President Gersch noted an amendment to the agenda adding item 8c, approval of additional signer for Multi-Bank Securities, Inc. It was MOVED by Vickery, SUPPORTED by Mathewson, to approve the amended agenda. Motion CARRIED.

4. **Public Comment**

President Gersch opened the floor for public comment. The following people addressed the board: Betsy Myers, TADL employee, invited everyone to the upcoming 3rd annual Chili Cook-off event. Judges Choice favorites will be selected by the Traverse City Firefighters and People's Choice favorites to be selected by the public. Matt Groleau, Leelanau County and Traverse Area Historical Society board member, thanked the board for supporting local history and for the library facility. He addressed the issue that the historical archive space at the library is at or near capacity at this time. He would like to work in collaboration to improve the current shelving and capacity limitations in order to provide a space for future private collections that need to be preserved.

5. **Approval of Minutes**

a. *Regular Meeting of September 19, 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 22, 2019*

It was MOVED by Gillman, SUPPORTED by Jones, to approve the special meeting minutes of September 22, 2019 as presented. Motion CARRIED.

6. **Reports and Communications**

a. *Director Report*

Howard confirmed her written report and added the following:

- TADL received the anticipated invoice from Spence Brothers in the amount of \$330,056.28. This expenditure was approved at a prior meeting and no further action is needed.
- Howard is working with Grand Traverse County to help with the 2020 Census, which is vital to funding in the region. She anticipates providing computers to aid in the counting process.

- Howard spoke with a University of Michigan master's degree student who is working on a project on how to improve literacy outreach in a small community, in particular the Traverse Heights area. Howard expects that the report will be shared with TADL.
- Should the City hold a hearing regarding the TIF97, Howard will attend and uphold the board's resolution to opt out.

Recently hired Adult Services Coordinator, Melissa McKenna, introduced herself. McKenna comes from Pittsburg, PA with 26 years of experience working at the Carnegie Library of Pittsburgh, ranging from microfilm clerk to branch manager. After 2 weeks on the job she is still learning names and procedures but is very happy to be in Traverse City and to be a part of the TADL team. In response to a question from Odgers, McKenna has many ideas to introduce or implement at TADL, one of them being a revamping of the graphic novel collection for adults.

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 September 2019 reports and added the following highlights:

- Revenues – TADL is expecting one more payment for tech services agreements invoiced this year. Sales are ahead of last year, but won't likely meet the budgeted amount. Overdue fines are lagging from last year. The Dr. Marion Talbot bequest received in August is now reflected in the revenues.
- Expenses – At 75% through the year, expenses are at 72%. Departments are making sure to spend down their materials budget by December. Professional and contractual services are higher this year due to the network and technology set-up at the new Peninsula Community Library. Educational expenses are up due to pre-payment for several upcoming conferences. Four staff members are attending the annual Michigan Library Association (MLA) Conference.

c. *Member Library Reports*

Written reports from Julie Kintner, Director of Fife Lake Public Library (FLPL), Renee Kelchak, Director of Interlochen Public Library (IPL), and Vicki Shurly, Director of Peninsula Community Library (PCL) were included in the board packet. All three Directors were attending the annual MLA Conference.

d. *Committee Reports*

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

- Finance Committee – Gillman reported that the committee had met and discussed and recommended adding TADL's Business Manager, Radjenovich, as a signer on the Multi-Bank Securities, Inc. account. The committee also discussed the preliminary 2020 budget revenue, usage of the Dr. Marion Talbot donation, non-resident cards that would provide certain access to materials for patrons outside of the taxing district, and the possibility of removing fines for youth.
- Personnel Committee – Jones reported that the committee had met and discussed the Teamsters Union contract extension through 2021, an item later on the agenda for approval. The committee also discussed and recommended agenda item 8a, a resolution to amend the current mandated MERS Health Care Savings Program, to allow exempt employees the choice to direct their accrued PTO and reserve sick time to the MERS health care savings program or to take the accrual as a cash payout upon termination of employment with TADL.

e. *Other Reports and Communications*

- Friends' Report – Doug Weaver, TADL Friends Board President
Weaver reported that there were 394 attendees at the National Writer's Series author event

with Susan Orleans. Each person who attended was offered a free annual membership with the Friends of TADL. The goal was to gain memberships from at least 50% of those in attendance. The September annual Fall book and media sale brought in about \$9000, a little more than last year.

Howard thanked the Friends of TADL for purchasing a new book dropbox, badly needed at the East Bay Branch Library.

7. New Business

a. Union Contract

As recommended by the Finance Committee, it was MOVED by Gillman, SUPPORTED by Jones, that the Traverse Area District Library Board of Trustees and the Library Director execute the Letter of Understanding with Teamsters Local 214 State, County and Municipal workers to extend the current contract for 2 years ending December 31, 2021 as presented in Appendix D Letter of Understanding and Appendix A-1 Wage Scale. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 aye.

Gillman noted that the contract is beneficial to both, the library employees and the taxpayers, and noted his appreciation that the agreed upon extension provides initial stability for Howard as the incoming new Director.

b. Dr. Marion Talbot Donation Expenditure

Howard provided information on AWE computers and proposed re-upholstering of 8 highly used and worn chairs located in the atrium of the Main library. Morey, Assistant Director for Technology, noted that the AWE stations, now 5 years old, would be updated and replaced with new touchscreen computers filled with the best software to promote literacy for youth. The current AWE stations in the district are very popular with youth and parents.

It was MOVED by Gillman, SUPPORTED by Jones, that the Library Director be authorized to spend an amount not to exceed \$45,151.00 for AWE Literacy Stations for the Main, Branch and Member Libraries from the generous donation of Dr. Marion Talbot and that the Library Director be authorized to spend an amount not to exceed \$5,688.00 for 8 atrium chairs to be reupholstered from the generous donation of Dr. Marion Talbot. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 aye.

Howard noted that, in the vein of thankfulness, these items will be featured in the November newsletter and donor recognition signs will placed accordingly.

8. New Business

a. MERS Healthcare Savings Program Amendment | Resolution

Jones read, in full, the MERS healthcare savings program amendment resolution provided in the board packet, and MOVED, SUPPORTED by Mathewson, to approve the amendment to the MERS health care saving program participation agreement as presented. A roll call vote was taken with the following results:

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

Jones – aye
Motion CARRIED with 7 aye.

b. *New Director Expectations*

Howard briefly shared 3 points:

1. Communication – It was brought to her attention that quarterly, rather than monthly, administrative reports might be more desired in the future. She felt that a decision could be made by the trustees at or by the annual meeting in January. As a follow-up, Howard emphasized that she plans to carry out her Directorship as entrusted without hounding the trustees and her door is always open to maintain optimal communication.
2. Meeting Schedule – It was also brought to her attention, that some of the trustees may prefer to change the board meeting dates from the current 3rd Thursday of the month. She will send out a note to determine a consensus prior to the annual meeting in January when the yearly schedule is set.
3. Howard inquired whether any of the trustees had any budgetary suggestions or requirements since she is currently in the midst of prepping the 2020 budget. There were none. She plans to bring the budget before the board for approval at the November meeting.

c. *Multi-Bank Securities, Inc. Signature*

It was MOVED by Gillman, SUPPORTED by Odgers, to add TADL Business Manager, Deb Radjenovich, as a signer in addition to the Director, on the Multi-Bank Securities, Inc. account. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 aye.

9. **Public Comment**

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

10. **Adjournment**

By consensus, President Gersch adjourned the meeting at 5:33pm.

11. **Re-Adjournment**

Immediately after adjournment a significant grammatical error was recognized in the MERS Healthcare Savings Program Amendment Resolution motion and President Gersch called for a re-convening of the meeting for the purposes of correcting the error at 5:35pm.

It was MOVED by Jones, SUPPORTED by Gillman, to amend New Business item 8a MERS Healthcare Savings Program Amendment Resolution and motion, to reflect the intended change for ‘exempt’ employees as understood between the members during discussion, striking the prefix ‘non’ from line two of the signed resolution. A roll call vote was taken with the following results:

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

Motion CARRIED with 7 aye.

12. **Adjournment**

With all business completed, President Gersch adjourned the meeting at 5:36pm.

Respectfully submitted,


V. Carpenter, Recording Secretary

Approved by board vote on November 21, 2019,


J. Jones, Board Secretary