



Board of Trustees Regular Meeting
MINUTES (approved)
Thursday, December 19, 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); Odgers, Mathewson, and Sullivan (Trustees). President Gersch was absent. 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

It was MOVED by Mathewson, SUPPORTED by Jones, to approve the agenda as presented. Motion CARRIED.

4. Public Comment

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

5. Trustee Recognitions

Vice President Vickery noted that this was the last meeting for two trustees; Gillman and Gersch. Gillman's term ends on December 31, 2019 and Gersch will be moving from the area and will be resigning from the board at year-end. Vice President Vickery expressed appreciation to them both for stepping up to the duties of citizenship and for their volunteering in a non-profit sector. He read, in full, the Certificates of Appreciation to be presented to Gillman and Gersch.

6. Approval of Minutes

a. *Regular Meeting and 2020 Budget hearing of November 21, 2019*

Gillman noted that in items 10 and 11, President Gersch, should be replaced with Vice President Vickery. Mathewson noted that under item 8d, the words 'Talbot donation' in the fourth line should be moved up to the third line following Marion L. It was MOVED by Gillman, SUPPORTED by Odgers, to approve the amended regular meeting and 2020 budget hearing minutes of November 19, 2019 as presented. Motion CARRIED.

7. Reports and Communications

a. *Director Report*

Howard confirmed her written report and added the following:

- Howard continues to monitor TIF funding discussions at the City Commission meetings.
- December's Fine Free returns month is going wonderfully. Howard attached a touching letter from a patron, one of many wonderful stories of gratitude from patrons. So far, the longest overdue book dated back to 2013 and TADL has been able to restore 757 patrons with borrowing privileges. The few patrons who had concerns about the fine free lending month were addressed by Howard.
- TADL added a Library of Things feature to the TADL website to draw attention to the items available and to hopefully increase circulation. Cloth borrowing bags will soon be available for checkout, eliminating plastic bags.

- TADL was awarded over \$3000 from the Michigan Space Grant Consortium for ExoLabs.
- TADL received approximately \$5700 from Networks Northwest to help with promoting and completing the 2020 Census.

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

- *Financial Report*

Radjenovich confirmed the November 2019 reports and noted all revenues and expenses falling within budget and highlighted those items which are still active through year-end, such as general maintenance. Finances remain in a good place and are reflected in the year-end amendment for approval later on the agenda.

- b. *Member Library Reports*

- Julie Kintner, Director of Fife Lake Public Library (FLPL), thanked Howard and the TADL Board for sharing Talbot donation funds to update the AWE machines. The Fine Free month has been going very well at FLPL and bringing more patrons back to the library. The Community Christmas event put on by the FLPL Friends group raised over \$5000. Kintner congratulated and thanked Gillman for his many years of service on the TADL board, to which Gillman responded that he was proud to stand with and work with the member libraries as well.

Written reports from Renee Kelchak, Director of Interlochen Public Library (IPL) and Vicki Shurly, Director of Peninsula Community Library (PCL) were included in the board packet.

- c. *Committee Reports*

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

- Finance Committee – Gillman reported that the committee had met and discussed items later on the agenda.
- Personnel Committee – Jones reported that the committee had met and discussed a MERS 457 plan that is intended to be brought before the board for approval in January. Jones will distribute 90-day director performance evaluation materials to the trustees for providing input to the committee before completing Howard’s evaluation.
- Policy Committee – Mathewson reported that the committee had met and discussed and recommended items later on the agenda. They also discussed a new Wi-Fi policy that will be brought before the board in January.

- d. *Other Reports and Communications*

- Friends’ Report – Doug Weaver, TADL Friends Board President
In Weaver’s absence, Howard reported that the Friends passed a balanced budget at their last meeting. An after-hours Harry Potter themed fundraiser event for adults is planned for the coming year in addition to regular book sales. Vickery gave a celebratory shout out to the Friends of TADL for being a positive model for support groups of non-profits and public institutions.

8. **Old Business**

- a. *Presenter Agreement*

Vickery noted that the presenter agreement revision brought before the board was reasoned after the board’s recent experience and decision regarding alleged copyright issue complaints. The agreement presented was informational only and no action was required on the revision which was written by Counsel.

b. *3.21 Fines and Lending Periods*

Howard noted revisions to the fines and lending periods, including a catch-all category for TADL's growing the Library of Things as well as the changes needed as a result of eliminating fines for JUV and YA materials at the previous board meeting. It was MOVED by Mathewson, SUPPORTED by Odgers, to update the policy as presented. Motion CARRIED.

c. *Public Improvement Fund Draft Budget*

Howard included a draft budget to track and disclose money moved to and from the Public Improvement Fund and to detail plans for the money and any amendments made to the fund. Howard anticipates this information being included in future financial reporting to the board.

9. **New Business**

a. *Resolution – 2019 Year-end Budget Amendment*

Howard noted that the 2019 budget amendment is reflective of what will be by year-end and indicates a final 2019 budget of \$5,700,575. It was MOVED by Gillman, SUPPORTED by Sullivan, to approve the 2019 final year-end budget amendment as presented. A roll call vote was taken with the following results:

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

Motion CARRIED with 6 aye and 1 absent.

b. *3.6 TADL 3D Printer Policy*

As an introduction to the new 3D printer policy, Scott Morey, Assistant Director of Technology, provided several 3D objects made on the printer and talked about the vision of 3D services at TADL. He noted that the policy created was researched and modeled after those of other libraries who have successfully integrated 3D printers into their services. He talked about materials costs, production and programming possibilities, and local partnership potential with REMC Media Center, Newton's Road, and other local entities. Following a question from Jones about copyright issues, Morey stated that the policy gives TADL room to turn down projects when deemed appropriate. It was MOVED by Mathewson, SUPPORTED by Sullivan, to enthusiastically support and to approve the new 3D printer policy as presented. Motion CARRIED.

c. *MOU with Newton's Road*

Howard provided a brief review of her intent to formalize a partnership between TADL and Newton's Road to provide STEM Kits to libraries in the area. This partnership was started by TADL's Youth Services Librarian, Andy Schuck, and there is no financial commitment for TADL. It was MOVED by Gillman, SUPPORTED by Jones, to authorize Howard to sign and enter into a Memorandum of Understanding with Newton's Road as presented. Motion CARRIED.

d. *MOU to form a STEM Advisory Group*

Howard noted that by formally creating this mutual interest advisory group it allows TADL and other partner organizations to apply for federal grants. Howard and the others included in the memorandum of understanding hope to add seven other organizations to the list of participants. It was MOVED by Jones, SUPPORTED by Mathewson, to authorize Howard to sign and execute the Memorandum of Understanding for the Northwest Michigan STEM Ecosystem Collaborative. Motion CARRIED.

e. *Nominating Committee*

Vice President Vickery noted that in reference to the election of officers and committee assignments for 2020, a nominating committee needed to be selected to make appointment recommendations that will be brought to the board for approval at the annual meeting in January.

It was recommended and MOVED by Jones, SUPPORTED by Mathewson, that the nominating committee consist of President Gersch and Vice President Vickery. Motion CARRIED.

f. *2020 Board Meeting Dates*

In a memo from Howard to the TADL Board, she noted that there was discussion at previous meetings about possibly changing the meeting time of the TADL Board meetings. Howard noted that due to limited scheduling options, the meetings could be set at an earlier time, as early as 3pm, on the current Thursday schedule. Following a brief discussion, it was agreed by the board to move the January 16, 2020 meeting ahead to 4pm.

10. **Public Comment**

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

Odgers noted that she had attended the recent interviews for TADL Board appointees and was happy to have Sullivan re-appointed to the board as well as new appointee Jeff Westcott.

Jones personally extended his appreciation for working together on the board with Trustee Gillman. He added that they didn't always see eye to eye, but they respected each other's opinions and feels that as a whole they were a better board because Gillman was a part of it.

Gillman followed Jones' sentiment, with having served for 9 years on the TADL Board, he has seen a lot of changes, a lot of intentions met, and each year the library getting better. He continually hears solid praise from the community. He believes the board is solid and that Director Howard is adored by the community. He also feels that the library is in a good financial position as well as a good position to serve the community. All of these things lend confidence to what he is leaving behind. Gillman offered his thanks to all.

11. **Adjournment**

With no further agenda items, Vice President Vickery adjourned the meeting at 5:54pm.

12. **Re-Convene and Adjournment**

Moments after adjournment, it was recognized that a formal motion was not made to change the time of the January 16, 2020 regular board meeting, which includes TADL's annual meeting. Vice President Vickery re-convened the meeting for the purpose of the motion.

It was MOVED by Odgers, SUPPORTED by Jones, to move the January ¹⁶~~15~~, 2020 regular board meeting from 5:00pm to 4:00pm. Motion CARRIED.

With the motion concluded, Vice President Vickery adjourned the meeting at 5:55pm.

Respectfully submitted,

Approved by board vote on January 16, 2020



V. Carpenter, Recording Secretary



Board Secretary

S. Mathewson