

Library Board Meeting Minutes. Sept 19, 2019

In attendance: Anita Diane Robson, Emily Griffith, Bethany Nettleton, Lee Boerma, Barb Kaaikala, Nancy Parsons, Dorothy Farrell

Call to order 6:29 pm

1. Call to Order
2. Annual Audit Update:
 1. Douglas Vredevelde presented and summarized audit. Document provided to board. Audit is clean. Vredevelde made a recommendation to us that we check payroll.
- 2b. Board moves to approve revised agenda.
3. Approval of Minutes. Emily Griffith moves to approve August minutes. Dorothy Farrell seconds. All in favor.
4. Public Comment:
5. Correspondence:
6. Financial Report: Lee Boerma moves to correct the Quickbooks line 401 from \$298,578.48 to the approved budget of \$333,001.33 and also to adjust line 402 from \$125,000.00 to \$124,070.00 and correct line 970 Construction loan to \$124,070.00 Nancy Parsons second. All in favor.
7. Committee Reports
 - Finance:
Policy: proposed draft for new Personnel Policy Manual. Board is asked to review until October meeting.
 - Facilities:
 - Personnel:
7. Director's Report: see document provided. Review draft of Meeting Room and Public Notice Policy for approval in October.
8. Friends of the Library Report: see documents provided. FoTDL hope for more advertising from TDL to support their events. They have new members who are eager. They are anxious to see the children's area completed this winter. They are interested in cleaning up the corner on Washington to more clearly identify TDL.
9. Old Business:

Lee Boerma presented a packet with math corrections needed on the L-4029. Emily Griffith moves to amend and re-submit the 2019 Tax Rate Request form L-4029 to have the millage requested to be levied from .3900 to .3709 Nancy Parsons seconds. Roll Call: Nancy Parsons, yes. Emily Griffith, yes. Anita Diane Robson, yes. Dorothy Farrell, yes. Barb Kaaikala, yes. Lee Boerma, yes.

Lee Boerma moves to adjust the operating budget income 402 and 970 from \$125,000.00 to \$124,070.00 and on page 4 of the resolution paragraph 5 to adjust the date to Dec 1, 2019 and .3974 to .3873 and .39 mills to .3709 in both instances it appears. Page 2, paragraph 3 also needs to be amended from 360,250.00 to 372,701.33 The date of adoption will change from June 20, 2019 to September 19, 2019. Barb Kaaikala seconds. Roll call: Lee Boerma, yes. Emily Griffith, yes. Dorothy Farrell, yes. Nancy Parsons, yes. Barb Kaaikala, yes.

c. Health Care Update: Barb Kaakaila moves to authorize Director Bethany Nettleton to enter into a contract with Blue Cross Blue Shield with the library's limit in the cost being \$3000 for fiscal year and Director Bethany Nettleton paying the remainder. Director Bethany Nettleton pays for her own dental and vision. Emily Griffith seconds. All in favor.

d. Bids for hiring a Bookkeeper: Director Nettleton has gathered 3 quotes. We will resume the discussion next month.

10. New Business:

Board moves to maintain two employees at all times have access to all library passwords/lockboxes/door codes/other necessary items in case of emergency. Barb Kaaikala seconds. All in favor.

a. AMR Proposal New Air Compressor - \$6,940.00

b. Summit Fire Alarm system and monitoring-\$600. Emily Griffith requests it happens in a timely manner.

c. Control Solutions Project VAV Controller Replacement \$1386.00

d. First Reading of meeting room and policy manual update (see director report)

e. Millage update: see resolution language being presented to commissioners in March.

f. FOIA request: see document provided from Zachary Russell

g. Reviews: board instructed by Anita Diane Robson to complete Director Nettleton's yearly review within 2 weeks. Please enclose the review in an envelope addressed to Anita Diane Robson.

11. Public comment:

12: Adjournment: Barb Kaaikala moves to adjourn at 8:58pm. Nancy Parsons seconds. All in favor.