

Meeting of the Tamarack District Library Board of Trustees
Regular Meeting October 17, 2019 6:30pm
Tamarack District Library
Approved

- Call to Order: by Board President Diane Robson at 6:25pm
- Present: Board Members Lee Boerma, Roxy Poulson, Dorothy Farrell, Barb Kaaikala, Diane Robson, Library Director Bethany Nettleton. No Public Present
- Absent: Board Members Emily Griffith, Cathy Ackerson
- Approval of September 19, 2019 Board Minutes
Barb Kaaikala Moves to approve minutes with corrections to:
Item 8 last sentence to read: They are interested in cleaning up the corner and installing a sign on Washington to more clearly identify TDL.
Item 9, Sub point c: add before the word fiscal year 2019-2020
Item 10: to read Lee moves that the library will maintain two employees, the Director and Director's designee to have access to all library passwords/lockboxes/door codes/other necessary items in case of emergency.
Sub-point A to include Tabled at the end
Sub-point B to include the sentence: Director to talk with Dave Frost from Security Systems about adding fire alert to current security system.
Sub-point C to include Tabled at the end
Roxy Poulson Seconds, All in Favor Motion Carries
- Public Comment: No public present
- Correspondence: None received
- Finance Report: Discussion Director will provide Check Register, Profit/Loss Budget to Date. Finance Committee will meet regularly the 2nd Tuesday of each month at 1:00pm at TDL. Review of the budget determined the requested changes to specific lines were not done. Bethany assured changes were made they must not have saved in Quickbooks.
Lee Boerma moves that the requests made last meeting be carried out as stated in the minutes from September 19, 2019 Meeting. Nancy Parsons Seconds, All in Favor Motion Carries
- Committee Reports: No committees met
- Directors Report: Board requested the statistics included in the Directors report be posted online monthly
- FoTDL Report: Sue Draper presented the board a Celebration of the Seasons packet. Explained some exciting changes and encouraged the board to post the flier. She also reported 4 members were able to attend the Friends of the Michigan Library conference in Charlevoix and found it very useful.

OLD BUSINESS

- Bids for Hiring a Bookkeeper: No additional bids were presented.
Nancy Parsons moves to seek a bid from JES Professional Services in Greenville to be submitted no later than Thursday, October 24, 2019 for review. Barb Kaaikala Seconds, Motion Carries with 1 Nay Vote
- FOIA Request: Lawyer submitted the paperwork requested to the requestor
- At 7:38pm Board moved to a closed session for Director Review at Director's request
- At 7:54pm Board returned to open session
Diane Robson moves to continue Bethany Nettleton's employment contract for 1 year. Dorothy Farrell Seconds, All in Favor Motion Carries
- AMR Proposal New Air Compressor-Tabled for further information

- Control Solutions Bid Project VAV Controller Replacement: Lee Boerma moves to accept the Bid from Control Solutions of \$1386 Barb Kaaikala Seconds, All in Favor Motion Carries
- Meeting Room and Personnel Policy: Personnel/Policy Committee will meet to submit other changes

NEW BUSINESS

- FOIA-Policy and Summary submitted for review to be discussed at next meeting
- Heat Tape Bids: Lee Boerma submitted three bids
Lee moves to accept the Griffith Builders bid of \$3400 Barb Kaaikala Seconds, All in Favor Motion Carries
- Lee Boerma moves to adjust \$12,000 from Line 704 Payroll Expenses to Line 813 Building Maintenance. Barb Kaaikala Seconds, All in Favor Motion Carries
- Trustee Terms: Lee Boerma suggests the Lakeview School Board be contacted about renewing Emily's term
- Donations: An anonymous donation was made to TDL of a laptop and screen to put up behind the circulation desk for scrolling events, announcements, etc
- Auditor's Comments about Payroll Signatures-Tabled due to time
- Staff Christmas Party-Tabled due to time
- Moving Line Items-Tabled due to time
- Approval of Check Register-Approved
- Meeting Adjourned at 8:58pm