

Tamarack District Library Board of Trustees Meeting Minutes    **Official**  
July 16, 2020 6pm

Called to Order 6pm by Susan Draper

Present: Board Members Susan Draper, Barb Kaaikala, Lee Boerma, Nancy Parsons, Dorothy Farrell, Roxie Poulsen by Video/Phone

Library Director: Bethany Nettleton

Board Vacancies: Pine Township and Lakeview School District at Large Appointee

1. **Approval of Agenda:** Lee Boerma moved to approve the agenda supported by Barb Kaaikala. Motion Carried
2. **Election of Officers:**
  - A. Lee Boerma moved to elect Susan Draper as Board President supported by Barb Kaaikala Motion Carried
  - B. Lee Boerma moved to elect Barb Kaaikala as Board Vice President supported by Nancy Parsons Motion Carried
  - C. Nancy Parsons moved to elect Roxie Poulsen as Board Treasurer supported by Lee Boerma Motion Carried
  - D. Dorothy Farrell moved to elect Nancy Parsons as Board Secretary supported by Lee Boerma Motion Carried
3. **Approval of Special Meeting Minutes from June 22, 2020:** Dorothy Farrell moved to approve the Special Meeting June 23, 2020 minutes with corrections to the date of June 23, 2020 and the title to read Special Meeting Minutes supported by Barb Kaaikala Motion Carried
4. **Public Comments (limited to 3 minutes per speaker)** No public present
5. **Correspondence:** No new correspondence
6. **Financial Report:** Filed

Discussion about what accounting method is used. It was determined Accrual Accounting is used to keep the books. Bethany Nettleton was not aware of this type of accounting.  
Healthcare Line 736 is still off and needs to be corrected before the audit  
Construction Loan Line 970 is still off and needs to be corrected  
Friends Expense Line 999.5 is showing a (-) amount board would like to know what that is for  
Construction Loan ACH Fund Line 402 shows no income has been allocated to that line  
Other Income Line 400 Funds available shows a -64297.19  
Comments were noted by Bethany Nettleton and she will get corrected

  - A. Approval of June Check Register Motion to approve the check register by Nancy Parsons, supported by Lee Boerma Motion Carried
  - B. Board Requests that check numbers and dates be added to the report
7. **Committee Reports:**
  - A. Finance Committee Met
  - B. Policy did not meet
  - C. Facilities did not meet
  - D. Personnel did not meet

8. **Director's Report:** Online/Handout Basement is being watched for mold, sump pumps are working correctly. Elevator has been checked and inspected. A new battery will be installed next week. Soft Opening of the Library took place on July 13, 2020 limiting number of patrons inside to 5 and for 30 minutes

9. **Friends of the Library Report:** None present Minutes supplied in advance

10. **Old Business:**

A. AC Update: Working well

B. Follow Up with Auditor: Date set for August 19&20 2020

C. Sump Pump Update: Stated above

Lee Boerma moved to purchase a backup sump pump to be purchased in case of emergency with an estimate of \$1200, supported by Barb Kaaikala. Motion Carried

D. Drywall mold issue outside opinion and replacement

Bethany will secure an estimate from Griffith Builders for replacement of the drywall in the basement.

Nancy Parsons moved to allow the Building & Facilities Committee authority to approve a bid for repair, supported by Lee Boerma Motion Carried

11. **New Business:**

A. Katherine Moore is back at the library for a month working on various special projects during her summer break from college. She started on July 7, 2020 and will work Tuesdays and Thursdays from 4pm-8pm

B. **Action Item:** Pass the New Meeting Schedule

Lee Boerma moved the Regular Tamarack District Library Board of Trustees meetings to be held on the third Thursday of the month at 6pm in the Tamarack Room of the Library and dates be posted, supported by Barb Kaaikala Motion Carried

C. **Action Item:** Approval to pay for the control panel and installation of sump pump in the amount of \$1725, Motion made by Barb Kaaikala, Supported by Dorothy Farrell Motion Carried

D. **Action Item:** Decide on bids for fire suppression system-See Attached Bids

Susan Draper moved to allow the Building and Facilities Committee to seek answers about fire suppression questions and then act on the best bid from Summitt and VanGuard, supported by Roxie Poulsen. Motion Carried

Discussion about testing and inspecting terms and questions the board has

E. **Action Item:** Removal of Emily Griffith's signature rights as she has resigned.

Dorothy Farrell moved to declare that Emily Griffith's signature is not valid on any Tamarack District Library commitments after June 29, 2020 because she has resigned from the Tamarack District Library Board of Trustees, supported by Lee Boerma Motion Carried

F. **Action Item:** Laptop for Secretary of the Tamarack District Library Board of Trustees for minutes and additional data such as policies, by-laws, etc. Lee Boerma moved to authorize Nancy Parsons permission to research and purchase a laptop within a \$1000 limit, supported by Barb Kaaikala Motion Carried

G. Nancy Parsons moves as requested by Bethany Nettleton the board will go into closed session for her annual performance review at 8:24pm and return to the Regular Meeting at adjournment of the Closed Meeting, supported by Barb Kaaikala

Roll Call Vote: Nancy Parsons-Yes, Lee Boerma-Yes, Dorothy Farrell-Yes, Barb Kaaikala-Yes, Roxie Poulsen-Yes, Susan Draper-Yes                      Motion Carried

Closed meeting ended at 9:07pm and Regular Meeting reconvened at 9:07pm

Lee Boerma moved to not enter into or negotiate a new employment contract with Bethany Nettleton, whose current contract expires September 16, 2020 supported by Barb Kaaikala

Roll Call Vote: Susan Draper-Yes, Barb Kaaikala-Yes, Lee Boerma-Yes, Nancy Parsons-Yes, Dorothy Farrell-Yes, Roxie Poulsen-Yes                      Motion Carried

H. Discussion Healthcare: Board has fulfilled its commitment, a new contract will not be renewed with the health care provider

I. Phone Tabled for Future Meeting

12. **Other Business:** None

13. **Public Comment:** (Limited to 3 minutes per speaker) No comment

14. **Adjournment** motioned by Barb Kaaikala at 9:25pm, supported by Dorothy Farrell  
Motion Carried

Next Regular Board Meeting August 20, 2020 at 6pm

Submitted, Nancy Parsons TDL Board Trustee Secretary