

Tamarack District Library Board of Trustees Regular Meeting Minutes Official
August 20, 2020 6pm

Called to Order at 6:04pm by Susan Draper

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

Library Director: Bethany Nettleton Not in attendance

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

Approval of agenda: Lee Boerma moves to accept, Barb Kaaikala seconds Motion Carried

Approval of the Minutes from July 16, 2020 Regular Meeting Nancy Parsons moves to accept, Barb Kaaikala seconds Motion Carried

Public Comment: (limited to 3 minutes per speaker) None in attendance

Correspondence: Note from Luann Feutz of encouragement, Congratulations from John Moolenaar

Financial Report: July Budget Received and Filed, Dorothy Farrell moves to accept July Check Register, second by Nancy Parsons Motion Carried

Committee Reports:

- a. Finance - Met but could not discuss anything due to no reports provided
- b. Policy- no meeting
- c. Facilities-Spoke with Raymon Cooley about fire suppression, additional information was helpful, front door is not latching properly door company has been contacted by Raymon
- d. Personnel-no meeting

Director's Report: None provided, Library stats provided by Raymon Cooley

Friends of the Library Report Mary Russell Friends of the Library Board President submitted the minutes from their meeting held August 5, 2020. Hoping to meet in October. Planning to do Celebration of the Seasons even if it needs to be virtual or by appointment. Mary Russell informed the board of a misstatement in the June Board Meeting Minutes that said they could not meet outside of the library property it is stated in the operating agreement the Friends can meet at a location of their own choosing. Board is in agreement with the operating agreement.

Mary Russell asks that the library post the Friends of the Library Minutes on the library website as well as their updated Bylaws. Board agrees that can happen.

Old Business

- 1. Sump Pump Update New Pump Purchased: On order Sue will follow up.
- 2. Drywall Mold Issue Bid from Griffith Builders: Have not heard back from Griffith, look for others to bid the job. Barb and Sue have some contacts to get to Raymon.
- 3. Budget Line Item Updates: No updates were made.
- 4. Laptop for Board Secretary Update: Bought and working well.
- 5. Fire Suppression Bid & Information Bids: No new movement made.
- 6. Phone Update Bid: Need more information from Thom at Lakeland and Nick Heimler our IT Technician. Contact current phone system company and see if they offer an upgrade.

New Business

Action Item: Director Nettleton's Employment Resignation on 8/13/2020

Nancy Parsons moves that the board recognize that based on the actions of Bethany Nettleton she has resigned from her position as Library Director of Tamarack District Library, Second Roxie Poulsen. Motion Carried

Actions that led to this acknowledgment include an email sent to JES, statement made by Director Nettleton at the Lakeland Library Meeting held 8/13/20 that 8/13/2020 was Director Nettleton's last day, Director Nettleton leaving keys and credit card on desk, Director Nettleton contacting the security company to cancel the Director's security code as of 8/13/2020 at 5pm and failure to report to work on 8/14, 8/17-8/20, as well as not appearing or preparing documentation for the board meeting.

After further discussion the board notes that these actions are a violation of section 11e of Director Nettleton's current contract and leaves Director Nettleton as an employee in not good standing. The board has reached out to the library lawyer for legal advice and will act upon the recommendation of the legal council.

Action Item: Interim Director and Posting for New Director Sue Draper has researched possible candidates as an interim. Lee Boerma moves to authorize Sue Draper to create a possible contract with Deb Bose as an interim director for the Tamarack District Library. Completed contract to be presented to the Tamarack District Library Board for final approval. Second by Nancy Parsons Motion Carried

Action Item: Maturing CD in September \$41,435.74 Lee Boerma moves to give Sue Draper and Roxie Poulsen authority to redeem the CD and deposit into our operating account for an additional payment to be made to the USDA on the debt in December of 2020. Second by Sue Draper Motion Carried

Other Business

1. Barb Kaaikala moves to approve the May 21, 2020 meeting minutes with corrections being - Dororthy Farrell in attendance at 6:27pm Absent: Nancy Parsons, Seconded by Dorothy Farrell Motion Carries

2. Policy/Personnel Committee will look at and update the Tamarack District Library Control Procedures specifically how the payroll time and pay is submitted to the third party processor

3. Lee Boerma moves to pay Mary Russell at a rate of \$20/hour, not to exceed 6 hours per week for her assistance and information pertaining to Quickbooks, Accounting and Audit related activities. Second by Dorothy Farrell Motion Carried

4. Lee Boerma moves to increase the hourly pay of Pam Feutz by \$.30 an hour due to increased responsibilities, Second by Sue Draper Motion Carried

Public Comment: None in Attendance

Adjournment Nancy Parsons moves to adjourn at 9:27pm, second by Roxie Poulsen Motion Carried