

official

In attendance: Susan Draper, Emily Griffith, Roxie Poulsen, Bethany Nettleton, Barb Kaaikala, Nancy Parsons, Dorothy Farrell
Absent: Lee Boerma **Roxie Poulsen left at 6:31pm but returned at 6:42pm.

Board Vacancies: Pine Twp.

Special Meeting of the TDL Board of Trustees
April 1, 2020

Call to order 6:16pm

1. Approval of agenda. Emily Griffith moves to accept amended agenda. Barb Kaaikala seconds. Roll Call: Susan Draper, yes. Nancy Parsons, yes. Barb Kaaikala, yes. Dorothy Farrell, yes. Emily Griffith, yes. Roxie Poulsen, yes. Motion passes.
2. Approval of the Minutes from February 20, 2020. Emily Griffith moves to adjust item 11d to say: "Roxie Poulsen and Susan Draper have authority to choose the bank with the best interest rates between Chemical Bank, Community First Credit Union, Mercantile Bank, or Isabella Bank and to establish an account at the chosen bank if necessary." Also to correct the typo in line 2 from "or" to "of". Dorothy Farrell seconds. Roll Call: Susan Draper, yes. Emily Griffith, yes. Roxie Poulsen, yes. Barb Kaaikala, yes. Nancy Parsons, yes. Dorothy Farrell, yes. Motion passes.
3. Public Comment
4. Correspondence
5. Financial Report: March 2020
 - a. Approval of Check Register: Nancy Parsons moves to accept check register. Dorothy Farrell seconds. Roll Call: Emily Griffith, yes. Susan Draper, yes. Nancy Parsons, yes. Dorothy Farrell, yes. Barb Kaaikala, yes. Motion passes.
6. Committee Reports: Susan Draper recommends we assign Trustees to committees at near future board meeting.
 - a. Finance: Susan Draper requests a meeting be held before our next board meeting.
 - b. Policy
 - c. Facilities
 - d. Personnel
7. Director's Report:(Presented as written) Questions, Comments
8. Friends of the Library Report (If representatives are present) Mary Russell had little to update but looking forward to planning the yearly meeting/party when the library re-opens.
9. Old Business
 - a. County Millage Update - It passed!
 - b. Update on Key Safe: Lakeview Police Dept recommends we have key boxes with a code to enter the building in case of emergency. Those have been purchased but not set up yet. It has also been discussed, although is not policy yet, to have Board President have access as well.
 - c. *Personnel* Policy Manual Update: much work has been done, will be presented to board when recommendations have been completed.
 - d. Alison from LACF was postponed due to coronavirus
10. New Business
 - a. Action Item: Emergency closing procedures.

Emily Griffith moves that staff be paid normal working hours for 2 weeks beginning the current pay period which began March 30th through April 11th. Nancy Parsons seconds. Roll Call: Emily Griffith, yes. Susan Draper, yes. Nancy Parsons, yes. Barb Kaaikla, yes. Roxie Poulsen, yes. Dorothy Farrell, yes. Motion passes.

11. Other Business

a.

12. Public Comment

13. Adjournment Barb Kaaikala moves to adjourn at 7:22pm. Roxie Poulsen seconds. Roll call: Susan Draper, yes. Emily Griffith, yes. Nancy Parsons, yes. Barb Kaaikala, yes, Dorothy Farrell. yes. Roxie Poulsen, yes. Motion passes.