

Tamarack District Library Board of Trustees Meeting
May 21, 2020 6pm

official

Call to order: 6:11pm

In attendance: Susan Draper, Emily Griffith, Roxie Poulsen, Bethany Nettleton, Barb Kaaikala, Lee Boerma Absent: Nancy Parsons and Dorothy Farrell arrived at 6:27pm
Board Vacancy: Pine Twp

1. Approval of agenda

Emily Griffith moves to approve agenda. Roxie Poulsen seconds. Roll call: Roxie Poulsen, yes. Barb Kaaikala, yes. Emily Griffith, yes. Lee Boerma, yes. Susan Draper, yes.

2. Approval of the Minutes from April 16, 2020 Barb Kaaikala moves to accept minutes. Emily Griffith seconds. Roll call: Roxie Poulsen, yes. Barb Kaaikala, yes. Emily Griffith, yes. Lee Boerma, yes. Susan Draper, yes.

3. Public Comment

4. Correspondence

5. Financial Report: May 2020

a. Approval of Check Register

Emily Griffith moves to accept the check register. Roxie Poulsen seconds. Roll call: Roxie Poulsen, yes. Barb Kaaikala, yes. Emily Griffith, yes. Lee Boerma, yes. Susan Draper, yes.

6. Committee Reports:

a. Finance: met three times this month. Budget is being worked on and draft will be ready soon.

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)

9. Old Business

a. update on the Great Flood 2020/Insurance

invoices have been sent to insurance company. Researching cost for rubber baseboard. Also looking into a different option as opposed to drywall, perhaps a grate.

10. New Business

a. Action Item: Paying staff during the pandemic. No action required.

b. Movement of money from line items from 726 supplies

i. 920 Utilities- \$1000

ii. 800 Services- \$1000

iii. 989.5 Software-\$2200 from Line Item 704 Payroll

Emily Griffith moves to approve the movement of monies from line item 726, \$1000 to line item 920 and \$1000 to line item 800, as well as \$2200 from line item 704 to line item 989.5. Lee Boerma seconds. Roll call: Roxie Poulsen, yes. Barb Kaaikala, yes. Emily Griffith, yes. Lee Boerma, yes. Susan Draper, yes. Dorothy Farrell, yes.

iii. Looking into why Health insurance is over - my portion comes out of my paychecks and the rest should add up to only \$3000 from the Library.

c. Approval of the USDA Loan Payment

i. Principal \$65,000 plus interest \$29,535.00 = \$94, 535.00

Barb Kaaikala moves to approve the payment of \$94,535.00. Dorothy Farrell seconds. Roll call: Roxie Poulsen, yes. Barb Kaaikala, yes. Emily Griffith, yes. Lee Boerma, yes. Susan Draper, yes. Dorothy Farrell, yes.

d. Action Item: Approval of Library Re-Opening Procedures

-see document provided. Emily Griffith moves to approve the re-opening procedures. Roxie Poulsen seconds. Roll call: Roxie Poulsen, yes. Barb Kaaikala, yes. Emily Griffith, yes. Lee Boerma, yes. Susan Draper, yes. Dorothy Farrell, yes.

11. Other Business

a. Lee Boerma would like to authorize the approval of bids to fix the air conditioner and finish the fire suppression by a sub-committee in an effort to get the projects completed quickly. Barb Kaaikala moves to allow the finance committee to choose the best bid for fixing the air conditioner and finish the fire suppression and also authorizes them to act upon the bids. Dorothy Farrell seconds. Roll call: Roxie Poulsen, yes. Barb Kaaikala, yes. Emily Griffith, yes. Lee Boerma, yes. Susan Draper, yes. Dorothy Farrell, yes.

b. Finance Committee meeting set for June 10, 2020 at 1pm

c. Bethany Nettleton requested board members to email her our phone numbers and addresses.

12. Public Comment

13. Adjournment Barb Kaaikala moves to adjourn at 7:15pm Roxie Poulsen seconds. Roll call: Roxie Poulsen, yes. Barb Kaaikala, yes. Emily Griffith, yes. Lee Boerma, yes. Susan Draper, yes. Dorothy Farrell, yes.