

Meeting Minutes--**OFFICIAL**

Tamarack District Library Board of Trustees Regular Business Meeting

September 17, 2020

6:00 p.m.

Call to order: Susan Draper

In Attendance: Susan Draper, Barb Kaaikala, Dorothy Farrell, Lee Boerma, Roxie Poulsen, Nancy Parsons arrived late at 6:20pm

Interim Director: Deb Bose

Vacant Seats: Pine Township and Lakeview School District at Large Appointee

Approval of agenda: Dorothy Farrell moves to approve the agenda, Seconded Barb Kaaikala

Motion Carried

Approval of Special Meeting Minutes from August 24, 2020: Barb Kaaikala moves to accept minutes, Seconded Dorothy Farrell

Motion Carried

Public Comment: None Present

Correspondence:

1. Renaissance Zone Letter
2. Blue Cross Blue Shield refund

Financial Report: Provided by Interim Director: Received and Filed

Committee Reports:

- a. Finance Met
- b. Policy & Personnel did not meet
- c. Facilities did not meet

Board President Susan Draper assigned committees as listed:

Finance: Roxie Poulsen, Lee Boerma, Susan Draper

Facility: Dorothy Farrell, Lee Boerma

Policy & Personnel: Barb Kaaikala, Nancy Parsons, Lee Boerma

Director's Report: Stats for August given and oral report of how things are going.

Friends of the Library Report: Mary Russell supplied minutes

Old Business

1. Phone Update: No update Deb Bose will follow up
2. Fire Protection: Quotes submitted Nancy Parsons moves to accept the bid from VanGuard at the sum of \$1785.00, Seconded Lee Boerma

Motion Carried

New Business

Action Item: Control Procedures to be discussed at Policy & Personnel Meeting on September 23, 2020

Action Item Retro Staff Increase in Pay: Per the December 19, 2019 Board Meeting Minutes staff were to receive a \$.20 per hour increase in pay as of 1/1/2020 this did not happen. Susan Draper moves to correct this error with a separate payroll and update pay from 1/1/2020 through payroll end date 9/12/2020 and to continue this increase moving forward, Seconded Dorothy Farrell

Motion Carried

Discussion Item JES Bill of \$2,245: Discussion

Action Item AMR Boiler Quote: Nancy Parsons moves to accept the bid for repairs from AMR at the sum of, \$1035 Seconded Susan Draper

Motion Carried

Action Item Proposed Wage Increase: Lee Boerma moves to table, Seconded Nancy Parsons

Motion Carried

Discussion Position of Assistant Director: Discussion

Discussion Lawyer to Draft Director Contract: Susan Draper to reach out to Karl Butterer library employment lawyer for quote to help construct a director's contract.

Other Business

Discussion Item JES services: Susan Draper moves to end services with JES Professional Services as of the end of tax reporting year 2020 and purchase the Intuit Payroll Service Upgrade and process payroll in house at the library beginning January 1st, 2021. Seconded Roxie Poulsen Motion Carried

Action Item Transfer of Funds on Budget Line: Lee Boerma moves to transfer \$10,000 from line 704-Payroll Expenses to line 801-Professional Services, Seconded Susan Draper Motion Carried

Discussion of Hiring a Page: Discussion

Public Comment: Mary Russell suggests the board look into the process of opening new positions within the library when those positions were terminated by board directive.

Adjournment: Nancy Parsons moves to adjourn at 8:45pm, Seconded Barb Kaaikala

Motion Carried