

Meeting Minutes--**OFFICIAL**
Tamarack District Library Board of Trustees Regular Business Meeting
October 15, 2020
6:00 p.m.

Call to order: Susan Draper 6:12pm

In Attendance: Susan Draper, Barb Kaaikala, Dorothy Farrell, Lee Boerma, Roxie Poulsen Sarah Johnson

Absent: Nancy Parsons

Interim Director: Deb Bose

Vacant Seats: Pine Township

Introduction of new Board member: Susan Draper introduced Sarah Johnson, Lakeview School District at Large Appointee

Approval of agenda: Dorothy Farrell moved to approve the agenda
Lee Boerma - Supported. Motion Carried

Approval of Meeting Minutes from September 17, 2020:

Roxie Poulsen moved to approve the minutes with three corrections: The removal of the letter 'i' in the word "paige" under Discussion of Hiring a Paige page 2. Under the same heading, change the term "board direction" to "board directive." Also on Page 2, Other Business, a period in place of the comma after January 1st, 2021. Supported - Dorothy Farrell. Motion Carried

Public Comment: Pam Feutz and Jeanne Merriman gave their thoughts regarding reopening the library to the public.

Correspondence:

1. Discussion of the phone call Susan Draper received from Deb Ballard of the Montcalm County Equalization office regarding a property transfer from Lakeview school district to Montabella school district .

Financial Report: Provided by Interim Director: Received and Filed

1. Lee Boerma presented a sheet showing the increase in tax dollars to be received due to the recent millage increase

Committee Reports:

- a. Finance - did not meet
- b. Policy & Personnel - Meeting report provided
- c. Facilities - Meeting report provided

Director's Report: Report provided

Friends of the Library Report: Sue Draper provided an oral synopsis of the recent meeting

Old Business

1. Phone System Update: Price quote and reviews from other libraries presented by Susan Draper.

Dorothy Farrell moved, supported by Susan Draper, to authorize the Interim Director to decide on the number of phones needed and to contract with Classic Office Systems for the purchase and installation of the phone system, including new phones (not refurbished), if the total cost does not exceed \$7,000.00. If the cost will exceed \$7,000.00, the board will reconsider the purchase at the November, 2020 board meeting. Motion carried.

2. Fire Protection: Company has not scheduled a service appointment.

3. Tabled Item: Proposed Wage Increases: Research being done, tabled until November, 2020 meeting

Lee Boerma, supported by Roxie Poulsen, moved to increase the hourly salary of employee Jeanne Merriman by \$1.07 per hour effective with the pay period that began October 11, 2020. Motion carried.

4. AMR Repairs to Boiler: Company has not scheduled a service appointment

5. Lawyer Fee for Director Contract: Lee Boerma moved, supported by Barb Kaaikala, to authorize the board to contract with attorney Karl Butterer of law firm Foster, Swift to draft a director contract at an estimated fee of \$500.00. Motion carried.

5. Audit response: Sue Draper to work on letter of response.

New Business

- 1. Re-opening of library to the general public:** Barb Kaaikala, supported by Susan Draper, moved to reopen the library to the public on November 1, 2020 until the November 19, 2020 Board meeting, with the Interim Director and staff establishing the hours the library will be open to the public and the policies the public will need to follow during this time. The Interim Director has authorization to close the library to the public at any time during this period if the need arises. Motion carried.
- 2. CD 072410013-0743 November maturity:** This CD matures on November 14, 2020. Lee Boerma moved, supported by Barb Kaaikala, to authorize Susan Draper to close this CD at maturity and transfer the funds to the operations account. Motion carried.
- 3. Credit Union account signatures:** Lee Boerma moved, supported by Susan Draper, to leave Board members as the authorized signatures on financial accounts. Motion carried.

Public Comment: No public present.

Adjournment: Barb Kaaikala moved, supported by Susan Draper, to adjourn at 9:07pm. Motion Carried.

Minutes recorded and respectfully submitted by Barbara Kaaikala