

Tamarack District Library Board of Trustees Regular Business Meeting Minutes **Official**

February 18, 2021

6:00 p.m.

Call to order Susan Draper at 6:15pm

In Attendance: Susan Draper, Barb Kaaikala, Dorothy Farrell, Roxie Poulsen, Nancy Parsons, Sarah Johnson arrived at 8:03pm after completing the parent-teacher conference commitment required as a public school teacher.

Absent:

Interim Director: Deb Bose

Vacant Seats: Pine Township-1 Seat, Hinton Township-1 Seat

Approval of agenda: Nancy Parsons moved to approve the agenda Dorothy Farrell Supported. Motion Carried

Approval of Regular Meeting Minutes from January 21, 2021: Roxie Poulsen moved to approve the January 21, 2021 minutes Nancy Parsons Supported. Motion Carried

Public Comment (limited to 3 minutes per speaker) No Public Present

Correspondence: GAFC Balance is \$35,470.33

Insurance Claim for damaged books was denied due to exceeding the cap pay out amount of \$15,000

Deb will report our grant expenditures to the State of Michigan

Letter to the credit card company removing Roxie Poulsen

Deb had verbal conversation with our law firm Foster,Swift,Collins & Smith and for employment advice

Financial Report: Provided by Interim Director Received and Filed

Committee Reports:

- a. Finance: Report Submitted
- b. Policy & Personnel: Verbal Report given during meeting
- c. Facilities: Did not meet in January

Friends of the Library Report (If representatives are present) Report submitted Friends have agreed to help pay for signage (\$1,000), large print books (\$500), Echo clean disc replacement machine (\$414.95), and summer reading programs (\$1,100)

Director's Report: Questions, Comments

Deb has been talking with township boards regarding the filing of current and upcoming board vacancies

Summer reading program plans are being made

Deb sent out requests for bids to have ducts cleaned

Old Business:

- 1. Proposed Wage Increases were discussed
- 2. Paid Time Off Adjustments Tabled

New Business:

- 1. **Action Item: Move \$700 to Building Maintenance Fund** Finance Committee proposed the board move \$700 from line 813 Building Maintenance to Line 971 Equipment Susan Draper moves to accept the proposal Barb Kaaikala supported Motion Carried
- 2. **Action Item: Correction of Wage Errors** Roxie Poulsen moved to approve the payment of incorrect wages as proposed, Dorothy Farrell supported Motion Carried
- 3. **Action Item: Expand Browsing Limits** Susan Draper moved to expand browsing hours to 1 hour limit Barb Kaaikala supported Motion Carried
- 4. **Action Item: Open Saturdays Beginning April 12** Barb Kaaikala moved to open the library on Saturdays starting April 12, 2021 Sarah Johnson supported Motion Carried

5. **Action Item: Interview for Page Position** Discussion about board member sitting on hiring committee
6. **Discussion Item: G&D Quote Parking Lot Lights** Tabled
7. **Discussion Item:** Sarah Johnson presents that the library partner with the school to film some March-is-Reading-Month Guest Readers at the library or share about their career and how they use reading in their career

Barb Kaaikala moved to adjourn at 8:15pm Dorothy Farrell supported

Motion Carried

Respectfully submitted by Nancy Parsons, Board Secretary