

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

March 18, 2021

6:00 p.m.

Call to order Susan Draper at 6:04pm

In Attendance: Susan Draper, Barb Kaaikala, Dorothy Farrell, Sarah Johnson, Nancy Parsons

Absent:

Interim Director: Deb Bose

Vacant Seats: Pine Township-1 Seat, Hinton Township-1 Seat, Lakeview School District-1 Seat

Approval of agenda: Dorothy Farrell moved to approve the agenda Barb Kaaikala supported Motion Carried

Approval of Regular Meeting Minutes from February 18, 2021: Barb Kaaikala moved to approve February 18, 2021 minutes Dorothy Farrell supported Motion Carried

Public Comment (limited to 3 minutes per speaker)

Correspondence:

Letter from Point Broadband requesting TDL update our SPIN # and Company information for e-rate purposes

Affirm Employee Audit Wages & Salaries

Financial Report: Provided by Interim Director Received and Filed

Committee Reports:

- a. Finance: Did not meet
- b. Policy & Personnel: Did not meet
- c. Facilities: Report Submitted

Friends of the Library Report: Mary Russell reported the annual meeting to be held April 22, 2021 at 6pm.

Director's Report: Questions, Comments

The board recognizes that Raymon Cooley ended his employment with the library on 3/9/2021.

Mary Russell was asked to take on the tasks of website maintenance and the electronic sign out front.

Old Business:

1. Personnel Policy-

Susan Draper moved to adopt the new Tamarack District Library Personnel Policy effective 3/28/2021 Nancy Parsons supported Motion Carried

Susan Draper moved that due to the change in the Paid Time Off Section of the new Personnel Policy, to pay the staff currently employed at TDL and who have been employed for at least 5 years, 75% of their accrued sick time for fiscal year ending 2020, at their hourly pay rates as of 3/13/2021 and accrued vacation time at the end of fiscal year 2021 will be carried over to their PTO balance Dorothy Farrell supported Motion Carried

2. Proposed Wage Increases Nancy Parsons moved to accept the wage increases effective 3/28/2021

Barb Kaaikala supported Motion Carried

New Business:

1. Discussion Item: Director Search Discussion

2. Action Item: Switching Bank Accounts Tabled for further research

3. Discussion: Circulation Services Position Job is posted for applicants

Sue Draper moved to adjourn at 8:44pm Barb Kaaikala supported Motion Carried

Respectfully submitted by Nancy Parsons, Board Secretary