

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

December 17, 2020

6:00 p.m.

Call to order Susan Draper at 6:00pm

In Attendance: Susan Draper, Barb Kaaikala, Dorothy Farrell, Roxie Poulsen, Sarah Johnson-Joined Late at 6:20pm

Absent: Lee Boerma

Interim Director: Deb Bose

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

Approval of agenda: Dorothy Farrell moved to approve the agenda Roxie Poulsen Supported Motion Carried

Approval of Regular Meeting Minutes from November 19, 2020: Susan Draper moved to approve the November 19, 2020 regular meeting minutes Dorothy Farrell Supported Motion Carried

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

Correspondence: Thank-you from staff to the board, Thank-you from Deb to the board, Deb sent a letter to JES about ending our service with them, Thank-you's sent to donors in memory of Duane Carr, email correspondence from Lee Boerma termination of library seat effective December 16, 2020, Roxie Poulsen resigned from the board effective March 1, 2021

Financial Report: Provided by Interim Director Received and Filed

Committee Reports:

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

Director's Report: Questions, Comments

Friends of the Library Report (If representatives are present) No Friends in Attendance Report provided

Old Business:

1. **Discussion-** Proposed Wage Increases Minimum Wage is not increasing in 2021 Director Bose presented a proposal for the board to review

New Business:

1. **Action Item-Budget Line Adjustment** Susan Draper moves to decrease by \$10,000 Budget Line item 704 Payroll Expenses and Increase by \$10,000 Line Item 801 Professional Services and also Decrease by \$500 Line Item 813 Building Maintenance and increase by \$500 Line Item 971 Equipment Roxie Poulsen Supported Motion Carried
2. **Action Item- Approval of Lawn Snow Removal Vendor** Facility and Grounds Committee proposes the board accept the bid from Freedom Lawn Care in the amount of \$105/plow service and \$15/bag of salt applied for the winter of 2020-2021 Barb Kaaikala moves to accept the proposal Nancy Parsons Supported Motion Carried
3. **Action Item- Approval of Carpet Cleaner** Facility and Grounds Committee Proposes the board accept the bid from Edmore Cleaners in the amount of \$2355 with a donation from Dr. Jim and Susan Draper to reduce the cost to the library Dorothy Farrell moves to accept the proposal Sarah Johnson Supported Motion Carried
4. **Action Item- Lettering on South Side of Building** Facility and Grounds Committee Proposes the board accept the bid from Midwest Sign Company for Lettering to be added to the south side of the building in the amount of \$3285 to include the permit from the Village of Lakeview, to be paid from the designated building

fund in the amount of \$2033.52 and request additional funding from the Friends of the Library for the balance
Nancy Parsons Moves to accept the proposal Barb Kaaikala Supported Motion Carried

Barb Kaaikala moves to Adjourn at 7:53pm Sarah Johnson Supported

Motion Carried

Respectfully submitted by Nancy Parsons Board Secretary