

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

November 19, 2020

6:00 p.m.

Call to order Susan Draper at 6:08pm

In Attendance: Susan Draper, Barb Kaaikala, Dorothy Farrell-By Virtual , Lee Boerma, Sarah Johnson

Absent: Roxie Poulsen

Interim Director: Deb Bose

Vacant Seats: Pine Township

**Approval of agenda:** Nancy Parsons moved to approve the agenda Barb Kaaikala Supported Dorothy Farrell-Yes, Nancy Parsons-Yes, Lee Boerma-Yes, Barb Kaaikala-Yes, Sarah Johnson-Yes, Susan Draper-Yes Motion Carried

**Approval of Regular Meeting Minutes from October 15, 2020:** Nancy Parsons moved to approve the October 15, 2020 meeting minutes Barb Kaaikala supported Lee Boerma-Yes, Barb Kaaikala-Yes, Sarah Johnson-Yes, Susan Draper-Yes, Dorothy Farrell-Yes, Nancy Parsons-Yes Motion Carried

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

**Correspondence:** Statement of Library Fund from GACF provided, Communication from Carol Dawe at Lakeland Library Cooperative about new open meeting act rules

**Financial Report:** Provided by Interim Director Received and Filed

**Committee Reports:**

- a. Finance: Report Submitted
- b. Policy & Personnel: Report Submitted
- c. Facilities: No Meeting plan to meet after Thanksgiving

**Director's Report:** Questions, Comments

Friends of the Library Report (If representatives are present) Mary Russell gave an update on Celebration of the Seasons, Auction to begin December 1, 2020 and Close December 4, 2020 at 5pm, Cookies will be wrapped individually and for sale for \$1 per item.

**Old Business:**

- 1. Phone System Update: 8 Lines have been installed with 2 portable devices they are all working great
- 2. Fire Protection testing has been completed with some proposed changes to be discussed at Facilities Meeting
- 3. Tabled Item: Proposed Wage Increases
- 4. AMR Repairs to boiler have been completed

**New Business:**

- 1. **Discussion-Proposed Director Contract:** Personnel Policy Committee to review and present final copy for board approval
- 2. **Discussion-Draft job posting for new director:** Personnel Policy Committee to review and present final copy for board approval
- 3. **Discussion-** Upcoming vacant seats in Hinton (Lee Boerma) and Cato (Susan Draper)
- 4. **Action Item-USDA Loan Payment due December 1, 2020 board to authorize payment**

Lee Boerma moved to approve the loan payment Barb Kaaikala supported Nancy Parsons-Yes, Lee Boerma-Yes, Barb Kaaikala-Yes, Sarah Johnson-Yes, Susan Draper-Yes, Dorothy Farrell-Yes, Motion Carried

5. **Action Item-Additional Payment to USDA Loan Principal** Lee Boerma moves to pay \$112,813 from the contingency fund from the cashing in of two CD's with an additional \$187 to be paid from the contingency fund for a total payment of \$113,000 to be applied to the principal of the USDA Loan, Nancy Parsons Supports Barb Kaaikala-Yes, Sarah Johnson-Yes, Susan Draper-Yes, Dorothy Farrell-Yes, Nancy Parsons-Yes, Lee Boerma-Yes Motion Carried
6. **Action Item-Staff Holiday Bonuses:** Nancy Parsons moves to approve the Budget and Finance Committee to disperse a bonus, to current staff based on previous bonus history for a total amount not exceed \$1500 Susan Draper Supports, Sarah Johnson-Yes, Susan Draper-Yes Nancy Parsons-Yes, Lee Boerma- Yes, Barb Kaaikala-Yes, Dorothy Farrell-Yes Motion Carried
7. **Action Item-Budget Adjustment of Employee Health Insurance & New Equipment:** Barb Kaaikala moves to to transfer \$4000 from Line Item 736 Employee Health Care to Line Item 971 Equipment Dorothy Farrell supports Sue Draper-Yes, Dorothy Farrell-Yes, Nancy Parsons-Yes, Lee Boerma-Yes, Barb Kaaikala-Yes, Sarah Johnson-Yes
8. **Action Item-Extend Director's Authority to close library:** Upon the recommendation of Interim Director Bose, Susan Draper moves to extend the authority of the interim director to transition to curbside services or close the library for safety reasons due to the Covid-19 pandemic until January 21, 2020 Lee Boerma Supports Dorothy Farrell-Yes, Lee Boerma-Yes, Nancy Parsons- Yes, Barb Kaaikala-Yes, Sarah Johnson-Yes, Susan Draper-Yes
- Sarah Johnson moves to close the library from December 24 to January 4, 2021 and pay the staff for the hours they would have been scheduled to work for the dates of December 28-December 30 Susan Draper Supports, Barb Kaaikala-yes, Sarah Johnson-yes, Susan Draper-Yes, Dorothy Farrell-Yes, Nancy Parsons-Yes, Lee Boerma-Yes
9. **Discussion-Possibility of hiring a new staff member:** Need is for a page to be hired Interim Director Bose will post a job description with hours and pay to begin searching for a page
10. **Dismissal of Staff Member** the board supports the dismissal of Wyatt Christensen from employment as of 10/15/2020

**Public Comment:** Mary Russell suggests we change the sign to not apologize for inconvenience

**Adjournment:** Nancy Parsons moves to adjourn the meeting at 8:29pm Sarah Johnson supports Meeting adjourned

Respectfully Submitted by Nancy Parsons