

Tamarack District Library Board of Trustees Regular Business Meeting **OFFICIAL**

May 20, 2021

6:00 p.m.

Called to order at 6:11pm by Susan Draper

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

Absent: None

Interim Director: Deb Bose - Absent due to recent surgery

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

Approval of agenda: Barb Kaaikala moved Sarah Johnson supported Carried

Approval of Regular Meeting Minutes from March 18, 2021 & April 15, 2021

Barb Kaaikala moved to accept with corrections Dorothy Farrell supported. Carried

Public Comment (limited to 3 minutes per speaker) None

Correspondence Letter from USDA Library is in compliance with their loan agreement.

Financial Report: Filed

Committee Reports:

- a. Finance: Committee Report from April
- b. Policy & Personnel- Report Submitted
- c. Facilities- No Meeting

Director's Report: Questions, Comments April Report

Friends of the Library Report: Mary Russell provided a report

Old Business:

1. **New Director Search** 4 candidates have been chosen to interview on June 5th
2. **Move Bank Accounts Tabled from March Meeting** Nancy Parsons moved to switch the Operation Checking Account and Debt Bond Account from TCF/Huntington Bank to Isabella Bank.

Dorothy Farrell supported. Carried

Susan Draper moves to approve Susan Draper-President, Barb Kaaikala-Vice President and Nancy Parsons-Secretary as account signers at Isabella Bank on all accounts. Dorothy Farrell supported. Carried

3. **Budget Reconciliation- Line Item Adjustments** Finance Committee recommends the following line item changes to the board:

\$13,000 from line 704 Payroll to 801 Professional Services

\$4,000 from 920 Utilities to 813 Building Maintenance

\$1000 from 704 Payroll 971 Equipment

\$1000 from 802 Personnel Development to 989 Technological Services

Barb Kaaikala moved to accept the recommendation Sarah Johnson supported. Carried

4. **New Staff** Addressed in Director Report

New Business:

1. **Approval to Pay USDA Loan** Barb Kaaikala moved to approve the USDA Loan be paid in the amount of \$94,420.00 on June 1, 2021. Dorothy Farrell supported. Carried

2. **Refinance of USDA Loan** Barb Kaaikala moved to have Susan Draper research refinance of USDA Loan. Sarah Johnson supported. Carried

3. **CD held at TCF Maturing** Susan Draper moved to transfer the maturing CD from TCF Bank to Mercantile Bank for a 48 month term. Nancy Parsons supported. Carried

4. Approve Director Interview Questions Discussion

5. Mask policy Discussion

6. New printing technology Barb Kaaikala moved to accept the bid from MConsole for new printing software in the amount of \$4000. Dorothy Farrell supported. Carried

7. Credit Card Acceptance Dorothy Farrell moved to accept credit transactions with Square processing with a counter top terminal. Sarah Johnson supported. Carried

8. First Reading of 2021/2022 Budget

Adjournment Barb Kaaikala moved to adjourn at 8:35pm. Sarah Johnson supported. Carried