

Tamarack District Library Board of Trustees Regular Business Meeting Minutes Official

Tamarack Room of Tamarack District Library

October 19, 2021

Call to order at 6:03 pm by Susan Draper

Attendance: Susan Draper, Dorothy Farrell, Gretchen Brewster, Sarah Hutson, Sarah Johnson, Mike Rotter
Deanna Riggleman-Director

Absent: Nancy Parsons, Barb Kaaikala

Public:

Approval of agenda: Dorothy Farrell moved to approve agenda and Sarah Hutson supported. **Carried**

Approval of Regular Meeting Minutes from September 16, 2021: Gretchen Brewster moved to approve the regular meeting minutes from September and Sarah Hutson supported. All in favor. **Carried**

Public Comment (limited to 3 minutes per speaker): No public comment.

Correspondence: None to submit.

Financial Report: Dorothy Farrell moved to accept the financial report from September and Gretchen Brewster supported. **Carried**

Committee Reports:

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

Director's Report: Questions, Comments: The board questioned the number of teens that completed the survey. The number of teens is unknown at this time. Deanna would like to start comparing the library stats for the past three years. The condensed stats on one page is more user friendly. The Anne Frank exhibit is very impressive and has been a success.

Friends of the Library Report: Meeting minutes were provided from the Friends of the Library. There are already 61 people signed up for Under the Rader. The people, who have registered for this event, are enthusiastic about this program.

Old Business:

1. CD Renewal – Mercantile, Isabella Bank, and Community First Credit Union were contacted to shop CD rates. The best rate found was at Community First Credit Union; therefore, the current CD we had with them, which was \$65, 985.69, was rolled over into a new account for 36 months at a dividend rate of .495%. The account that we had at TCF, which was \$42, 270, has been moved to Community First Credit Union until the end of November. It is our understanding that better CD rates will be released near or on Black Friday. In December, we will revisit what rate(s) we were able to acquire.
2. County Commissioners Meeting – Deanna, Sue, and Nancy attended. Deanna felt it was a successful meeting. The County wanted to know how we were using the money provided by the county. Mike commented that the letter Deanna wrote was well received, and she did a nice job. Deanna would like to attend the County Commissioners Meeting once a year to share her annual report with the Board's permission. Susan made the motion and Gretchen supported. All were in favor. **Carried**
3. Personnel Policy Update – The personnel policy has been revised for the Board's approval. Sarah Hutson moved to accept the changes and Gretchen Brewster supported. All were in favor. **Carried**
4. Audit – The audit has been completed. There were a few places that we overspent in. This was linked to our grants. The auditor explained that we need to amend our budget when a grant is added.

New Business:

1. **FOIA Request from The Daily News** – On Friday, October 15th, Deanna requested an extension for the FOIA request due to our upcoming board meeting and the time needed to gather materials. This was granted. Mike Rotter made a motion to charge a fee for the paperwork. No support. Sarah Hutson moved that we send the Profit and Loss Budget Overview for the three years requested at no charge and Sue Draper support. All were in favor. **Carried**
2. **AMR Boiler Pump & Glycol** – AMR was contacted when it was discovered there was an issue with the air system. The emergency repair cost \$1,264.50. Upon further inspection, it was found that we needed a new glycol pump for boilers and to refill the glycol. Mike Rotter moved that we accept the \$3,075.00 quote from OAMR and Dorothy supported. All were in favor. **Carried**
3. **Bids-Paint, Fence, Basement Repairs** – There are three bids ready to be put on the website for interior paint, drywall repair, and fence repair/replacement. Through discussion, the Facility and Grounds Committee will work on request for proposals and bids to work on the above needs. Sarah Hutson moved to grant permission for the Facility and Grounds Committee to request proposals as well as bid and approve work to be completed; Mike Rotter supported. All were in favor. **Carried**
4. **Staff Appreciation Party will be November 19th at 5:00. Board will arrive at 4:30.**

Public Comment: None.

Adjournment: Sarah Johnson moved to adjourn at 7:53 and Dorothy Farrell supported. All were in favor. Carried