

Tamarack District Library Board of Trustees Regular Business Meeting

November 18, 2021 6:00pm Tamarack Room

Call to Order: Susan Draper called the meeting to order at 6:02pm

In Attendance: Susan Draper, Barb Kaaikala, Nancy Parsons, Sarah Hutson, Sarah Johnson, Mike Rotter, Gretchen Brewster, Dorothy Farrell

Approval of Agenda: Nancy Parsons moved with support from Barb Kaaikala to approve the agenda Approved

Approval of Regular Meeting Minutes from October 21, 2021: Sarah Hutson moved with support from Sarah Johnson
Approved

Public Comment: (Limited to 3 minutes per speaker) Mary Russell notes discussion to take place about banking

Correspondence:

GACF/LACF: Quarter 3 TDL has \$1541 to potentially use in 2022. Current Fund Balance \$39,407.44

David Drain sent a lovely card praising staff

Financial Report: Provided by Director. Mike Rotter motioned to approve with support from Nancy Parsons Approved

Committee Reports:

- a. Finance: Report Provided. Susan Draper appoints Sarah Hutson to the committee
- b. Policy & Personnel: Oral Report Given
- c. Facilities-Minutes Provided

Director's Report: Provided by Director

Discussion about a staffing issue with board recommendation that disciplinary actions found in the personnel policy be followed with an update provided at the next meeting.

Friends of Library Report: Meeting Minutes Provided. Mary Russell updated that the Celebration of Seasons has about 80 items so far, could use cookie donations but looks to be a good turnout.

Old Business:

- 1. AMR did repairs also had to return due to their own error and they waived the fees for their error
- 2. Request for Proposals Discussion
- 3. CD-Black Friday CFFCU is offering on Black Friday a .95 for 21-month CD, most current rate is at .495 \$42,237.90 CD was cashed out of TCF and is being held in the CFFCU cash account until black Friday when it will be moved to the CD account at .95

New Business:

- 1. **Bonus Approval:** Board requested staff in attendance to leave during discussion of bonus' at 6:44pm at 6:48pm staff were invited back

Dorothy Farrell moves with support from Gretchen Wilson to approve the recommended staff bonus with the adjustment to the bonus of Deanna Riggelman and all bonus' to include the payment of taxes so the net bonus is that stated on the proposal
Approved

- 2. **Treasurer appointment and add as bank signor:** Susan Draper nominates Gretchen Brewster as board treasurer, Barb Kaaikala moved with support from Sarah Hutson to accept the nomination Approved

3. **Authorize payment of Bond Interest:** Nancy Parsons moves with support from Susan Draper to pay the interest on the loan held at Highpoint Community Bank in the amount of \$6735.99 Approved
4. **Add Budget & Finance Committee Member as signor on financial accounts:** Barb Kaaikala moves with support from Sarah Johnson to remove Mary Russell from electronic access on financial accounts and add Sarah Hutson and Gretchen Brewster as signors on all financial accounts.
5. **Maple Valley \$2199.87 Debt Tax, \$2315.97 Tamarack Operation:** This was an error on Maple Valley's calculation resulting in an overpayment of tax. Nancy Parsons moved with support from Gretchen Brewster to return the overpayment to Maple Valley Approved
6. **Montcalm Library Board:** Mike Rotter recommends the board read the minutes from the Committee of the Whole Meeting held on 11/8/2021 Board recommends that Deanna set up a meeting with Claire Membiela
7. **Director 90-Day Review:** Review handed out to be mailed back to Susan Draper and discussed at December meeting
8. **Teen room/office chairs:** \$3095 set aside by FotTDL for children's area. A survey was sent out to teens requesting ideas for updates. Teens requested new chairs. Deanna received a quote from Demco for \$3470 for chairs in the teen room. Deanna would also like to order new staff chairs. Nancy Parsons moved with support from Dorothy Farrell to approve Deanna to spend \$6000 on chairs for the teen room and 7 staff chairs, with funds in the amount of \$3095 from FotTDL and funds from the GACF in the amount of \$1541 with the balance to be taken from the general fund. Approved
9. **Vanguard-Dry Pipe Valve Accelerator Quote:** Vanguard will be here on Wednesday 11/24/21 for their annual inspection. Board recommends that we request a new quote.

Public Comment: Limited to 3 minutes per speaker

Adjournment: Sarah Johnson moved with support from Sarah Hutson to adjourn at 8:04pm