

Tamarack District Library Board of Trustees Regular Business Meeting Minutes Official

Tamarack Room of Tamarack District Library

December 16, 2021

Call to order at 6:04 pm by Susan Draper

Attendance: Susan Draper, Dorothy Farrell, Sarah Johnson, Mike Rotter, Nancy Parsons, Barb Kaaikala
Deanna Riggleman-Director

Absent: Gretchen Brewster, Sarah Hutson

Public:

Approval of agenda: Sarah Johnson moved to approve with support from Dorothy Farrell.

Carried

Approval of Regular Meeting Minutes from November 18, 2021: Barb Kaaikala moved to approve the regular meeting minutes from November with changes, support from Mike Rotter.

Carried

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

Correspondence: Thank you from summer reader

Financial Report: Sarah Johnson moved to accept the financial report for November support from Nancy Parsons
Carried

Committee Reports:

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

Director's Report: Questions, Comments: Largest pre-registration for winter reading so far at 92!!

Friends of the Library Report: Festival of the Seasons brought in nearly \$8,000 with the auction and cookie sales.

Old Business:

1. **Request for Proposals-Deadline Dec 21 Fence/Paint/Basement:** To date no bids received for the fence repair. RFP's for painting of the building and repairs to the basement will be posted.
2. **CD-Black Friday Update:** \$42,237.90 was placed in a 21 month CD at the rate of .95% at Community First Federal Credit Union in Lakeview.
3. **Director 90-Day Review:** Item tabled while board members review results.
4. **Teen Room/Office Chairs:** Tables were ordered from Demco. Office chairs and chairs for teen room were ordered from Amazon with funds left over for other items to be determined later.
5. **Staff Update:** Action plan was discussed with staff member, struggling to complete tasks without error. A two-week deadline to see improvement, with a reduction in hours was granted (from a regular 12-hour work week to a 4-hour work week). After the initial two weeks concluded there was no change and still multiple errors, so a second action plan was given with a two-week deadline for signs of improvement. That second, two-week deadline has been met with no improvement. The board is in agreement with the Director regarding the next steps in this process including termination if necessary.
6. **Montcalm Library Board:** Deanna submitted Mary Russell's name as a potential board member. The Commissioners will discuss the idea of a county library board at their next business meeting January 3, 2022.

New Business:

1. **COLA:** Minimum wage is changing as of January 1, 2021 to \$9.87. Finance committee recommends a cost of living increase to accommodate all staff to start as of January 1, 2022. Mike Rotter moved to accept the recommendation as submitted support from Sarah Johnson.

Carried

2. **Internal Control Procedures Update:** Nancy Parsons moved to change the internal control procedures involving ACH transactions and stop payments to allow the President, Treasurer, or Finance Committee member to be authorized to approve such transactions, support from Sarah Johnson. **Carried**
3. **Board Compensation:** Board members are able to be compensated by up to \$30 for no more than 52 weeks in a year for service to the library at meetings. Board discussed and tabled for next meeting.

Public Comment: No comment

Questions, Comments, Concerns from Board Members

Adjournment: Nancy Parsons moved to adjourn at 7:21pm support from Dorothy Farrell.

Carried