

Tamarack District Library Board of Trustees Regular Business Meeting Minutes Official

Tamarack Room of Tamarack District Library

March 24, 2022

Call to order at 6:04pm by Susan Draper

Attendance: Susan Draper, Sarah Hutson, Nancy Parsons, Mike Rotter, Gretchen Brewster, Jamie Gorby, Deanna Riggleman-Director

Absent: Dorothy Farrell, Sarah Johnson

Public:

Approval of agenda: Sarah Hutson moved to approve with support from Nancy Parsons. **Carried**

Approval of Regular Meeting Minutes from February 17, 2022: Jamie Gorby moved to approve with support from Gretchen Brewster. **Carried**

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

Correspondence: Check for \$1400 was received from Greater Commission Outreach Ministries for summer reading and science fair.

Financial Report: Sarah Hutson moved to accept the financial report for February with support from Susan Draper. **Carried**

Committee Reports:

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

Director's Report: Questions, Comments:

Friends of the Library Report: None present Susan Draper reported the book sale on March 18 brought in \$389.

Old Business:

1. **Request for Proposals-Paint/Basement/Fence:** Jamie Gorby moves to accept Jack Murray Painting for the library project with support from Mike Rotter. **Carried**
No bids from licensed contractors have been received for the basement or fence.
2. **Staff Update:** Deanna talked with Foster and Swift and forms were submitted to staff to present for accommodations. It was determined that we have fulfilled all the requirements of the needed accommodations and further actions will be taken.
3. **TDL Policy Manual:** Discussion, changes will be saved and manual will be dispersed for 2nd reading.
4. **AMR Planned Maintenance Agreement:** AMR performed 2 of 4 agreed upon planned maintenance over the course of the last year. All maintenance functions were not being performed as expected and have led to costly issues. Mike Rotter has researched other contractors to prepare bids for preventative maintenance he gave those contacts to Deanna to set up a walk through.
5. **Board Compensation:** Tabled until discussion and review of Board By Laws.

New Business:

1. **Long Term Plan 2022-2027** Meeting is taking place tonight 7:30p-8:30p. Deanna will have a draft of the plan to review at the next meeting.
2. **Budget 2022-2023 First Review**
3. **Vice President** Barb Kaaikala was the former Vice President, Susan Draper moved to elect Sarah Hutson as Vice President with support from Gretchen Brewster. **Carried**

4. **Director 6 Month Review** Given orally by the board. Deanna has completed the certificate completion for new Director's expected within the first year and has done within the first 6 months. Board members commended Deanna for her hard work and growth into this role. Susan Draper moves to increase the salary of Deanna by 2% as of her 6-month anniversary date with support from Mike Rotter. Roll Call Vote: Rotter-Yes, Hutson-Yes, Draper-Yes, Parsons-Yes, Gorby-Yes, Brewster-Yes

Carried

5. **Memorial Bricks** Bricks around the flag pole are deteriorating beyond recognition. Deanna recommends updating the bricks and moving them into the building to preserve. Ideas were presented to the board to review.
6. **Victor Insurance** USDA Loan requirement was to have Financial Liability Insurance. Leonard Agency was not sure if we needed to continue that coverage as we are not under the USDA. Leonard Agency sent a new policy.

Public Comment: None

Questions, Comments, Concerns from Board Members: None were shared.

Adjournment: Susan Draper moves to adjourn at 8:33pm with support from Sarah Hutson

Carried