

**Tamarack District Library Board of Trustees Regular Business Meeting Minutes Official**

**Tamarack Room of Tamarack District Library**

**April 21, 2022**

Call to order at 6:01pm by Susan Draper

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

Absent: Jamie Gorby

Public:

**Approval of agenda:** Sarah Hutson moved to approve with support from Sarah Johnson **Carried**

**AMR Presentation** David Grundy and Shannon Harvey from AMR presented current issues with boiler system. Believe the system is breaking down from the inside, boiler is not maintaining needed temperature to heat. Recommendation is to put a magnet in the system and routinely check weekly for the first month and then less often during the year. This will help clean out the residue within the system and allow the system to be sealed for better efficiency. David stated that with routine maintenance this should not have happened. Susan Draper stated we have had a maintenance agreement with AMR for at least the past 10 years. David agrees AMR will absorb the cost to flush the system. David and Shannon assure the board they have implemented new protocols for technicians. Deanna commented Shannon has done a great job since becoming the technician for TDL.

Sarah Hutson moved to retain AMR for boiler maintenance with the term of 1 year at the 3 year rate, with a 30 day termination notice, 10% reduced labor fees and AMR to perform the flush of the system at no cost support from

Mike Rotter **Carried**

Nancy Parsons moved to accept AMR quote to repair the humidifier with support from Dorothy Farrell **Carried**

**Approval of Regular Meeting Minutes from March 24, 2022:** Sarah Hutson moved to approve with support from Gretchen Brewster **Carried**

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

**Correspondence:** Board recognizes Pam Fuetz's 20 years of service to the library.

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

**Committee Reports:**

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

**Director's Report: Questions, Comments:** Discussion

**Friends of the Library Report:** None present, report submitted

**Old Business:**

1. **Request for Proposals-Paint/Basement/Fence:** Painting is completed under budget by \$194 and also included painting the bathrooms. Deanna has been in contact with 3 contractors about the fence and basement. It was requested they submit quotes by May 18.
2. **Staff Update:** A page position was terminated and a youth services position is open for applicants.
3. **TDL Policy Manual:** Discussion
4. **Long Term Plan 2022-2027** Nancy Parsons moved to accept the Development Plan for 2022-2025 with support from Sarah Hutson. **Carried**
5. **Budget 2022-2023** 2<sup>nd</sup> Review

6. **Memorial Bricks** Deanna reached out to 2 companies about quotes for the 325 bricks that need to be replaced. Susan Draper moved to accept the bid from DN Woodcrafters to replace the memorial bricks with support from Mike Rotter. **Carried**

**New Business:**

1. **New Purchase Requests:**

- a.) Mike Rotter moved to accept the Edmore Cleaners bid for carpet and tile cleaning with support from Sarah Johnson. **Carried**
- b.) Dorothy Farrell moved to grant purchase permission of technology from Tech Logic based on the provided quote not to exceed \$14,000 with a 6 year warranty included support from Sarah Hutson **Carried**
- c.) Sarah Johnson moved to approve purchase of 3000 new library cards at .50/card with support from Gretchen Brewster. **Carried**

2. **Auditor Request for Bids:** Deanna reached out to fellow libraries about their audit companies. She reached out to 4 auditors and requested quotes from each. After review of the quotes Nancy Parsons moved to accept the bid from Vredevelt Haefner LLC for the 2022 audit with support from Dorothy Farrell. **Carried**

3. **Termination Appeal:** Alisha Hawley submitted an employment appeal, requested a meeting with the Board and also requested the Board move to closed session for discussion although she would not be in attendance. At 8:06pm Susan Draper moved the Board convene to closed session supported by Mike Rotter  
Role Call Vote: Johnson-Yes, Parsons-Yes, Rotter-Yes, Brewster-Yes, Farrell-Yes, Hutson-Yes, Draper-Yes  
8:10pm Board open meeting resumed  
No motion was made to accept the appeal the board, upholds the termination decision

**Public Comment:** None

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

**Adjournment:** Sarah Hutson moved to adjourn at 8:12pm support from Sarah Johnson **Carried**