

Tamarack District Library Board of Trustees Regular Business Meeting Minutes Official

Tamarack Room of Tamarack District Library

January 20, 2022

Call to order at 6:00 p.m. by Susan Draper

Attendance: Susan Draper, Dorothy Farrell, Sarah Johnson, Barb Kaaikala, Sarah Hutson, Deanna Rigglesman-Director

Absent: Nancy Parsons, Mike Rotter, and Gretchen Brewster

Public:

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

Carried

Approval of Regular Meeting Minutes from December 16, 2021: Dorothy Farrell moved to approve with support from Barb Kaaikala.

Carried

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

Correspondence: Numerous Christmas cards were sent to the library. We received the LACF grant money in the amount of \$1541, which has been deposited. The Fremont Foundation sent us an update that we have \$600 to use for the 2022 year. A Village of Lakeview police officer made a courtesy visit to the library.

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

Carried

Committee Reports:

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

Director's Report: Questions, Comments: The winter reading program has the highest participation to date. Families continue to sign up. The board appreciated the director's detailed report. It would be wonderful to also have the schedule of library events included.

Friends of the Library Report: \$740 was raised at the last book sale.

Old Business:

1. **Request for Proposals-Paint/Basement:** To date, we have not had any bids for the fence. This will be tabled until after winter. Deanna has been working on square footage to include with the paint proposal. The Facilities Committee will meet on January 26, 2022, to begin work on the basement proposal.
2. **Director 90-Day Review:** Deanna's marks were outstanding and above average. Deanna agreed with the findings.
3. **Teen Room/Office Chairs:** Everything has arrived. The teen room is completed. The remaining money would be used to purchase materials for the children's area in the library.
4. **Staff Update:** Since December's meeting, Deanna had moved forward with visual support and has continued with one-on-one coaching. Barb Kaaikala moved that Deanna seek consultation from Foster and Swift with any questions that she has. Dorothy Farrell supported. **Carried.**
5. **Montcalm Library Board:** At the latest Montcalm County Board of Commissioners meeting, it was decided that a Montcalm Library Board will not be established. It was asked that one annual report be submitted to Montcalm County Board of Commissioners by a library director. This report will reflect information gathered from all library directors.
6. **Board Compensation:** This will be tabled until March to give board members reflection time.

New Business:

1. **Vanguard Dry System:** This has been completed. We are now up to code.
2. **Strategic Plan:** The Community Assessment Survey is available on our library website and copies are available in our library. We are asking that all townships post on their websites. Paper copies can be given to those townships that do not have active websites. The survey will be open until the end of February. After the March Board Meeting, we will have a meeting to complete the strategic plan.

3. Quotes:

- a. **AMR** – AMR was contacted when a heating issue occurred. The quote in the amount of \$1,150 is to repair our heating system.
- b. **Heimler Consulting** – The combined quotes in the amount of \$6, 379.91 is for computer equipment, a server, and labor.

Sarah Hutson moved and Dorothy Farrell moved to accept the AMR quote and the Heimler Consulting quote.

Carried

4. **MLA Leadership Academy 2022/Youth Service:** Deanna would like to attend the Leadership Academy. Expenses are estimated at \$2,500. The Youth Service professional development was offered to Robin. Robin would like to attend. Expenses are estimated at \$335. The board shared support for professional development as events are offered. Sarah Hutson moved that library staff attend with support from Dorothy Farrell.

Carried

Public Comment: No public comment.

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

Adjournment: Sarah Hutson moved to adjourn at 7:25 pm with support from Barb Kaaikala.

Carried