

Tamarack District Library Board of Trustees Regular Business Meeting Minutes Official

Tamarack Room of Tamarack District Library

September 15, 2022

Regular Business Meeting Called to order at 6:00pm by Sarah Hutson

Attendance: Sarah Hutson, Nancy Parsons, Gretchen Brewster, Sarah Johnson, Dorothy Farrell, Mike Rotter

Deanna Riggleman-Director

Absent: Susan Draper, Jamie Gorby

Public: ~~None Present~~ Pam Feutz

Approval of agenda: Mike Rotter moved to approve supported by Gretchen Brewster. **Carried**

Approval of Regular Meeting Minutes from July, 2022: Nancy Parsons moved to approve with corrections supported by Sarah Johnson. **Carried**

Public Comment (limited to 3 minutes per speaker): ~~None Present~~

Correspondence: Thank you note from summer school attendees and Lakeview Area Community Fund Report.

Financial Report: Nancy Parsons moved to accept the financials supported by Gretchen Brewster. **Carried**

Dorothy Farrell moved to accept the conditions Isabella Bank is putting in effect as of October 1st, 2022, for online cash management supported by Sarah Johnson. **Carried**

Committee Reports:

- a. Finance- Did not meet
- b. Policy & Personnel- Did not meet
- c. Facilities- Met and provided minutes from meeting.

Director's Report: Questions, Comments: There will be a posting for circulation position due to an upcoming vacancy.

Friends of the Library Report: No Friends present, report was submitted.

Old Business:

1. **TDL Policy Manual:** Deanna recommends the board accept the TDL Policy Manual corrections that were presented during the meeting. Nancy Parsons moved to accept the recommendation supported by Dorothy Farrell. **Carried**
2. **Memorial Book Spines:** The Book Spines are finished. They will be installed soon and then a reveal will be hosted to honor those that originally donated.

New Business:

1. **Audit:** Final Statement was presented. Board has some questions presented to Deanna that she will follow up on with Doug from the Audit Firm.
2. **Annual Report:** Deanna would like each board member to select a date to meet with their respective township boards and she will present this information.
3. **Camera Quotes:** Facilities Committee recommends the board accept the bid from Statewide Security Systems Inc. to replace our current security cameras, with additional cameras to be added in hot spots of the building Dorothy Farrell moved to accept the bid supported by Mike Rotter. **Carried**
4. **Pavilion:** Draft Proposal and information presented for board review.
5. **Director 1-year Review:** The Board is pleased with Deanna's work and motivation to always have the Library's best interest in mind. Deanna continues to support the staff and show she trusts them and their work. She is open to conversation and constructive criticism. Deanna continues to be a great asset to our community and Library. She presents opportunity for the board to grow and learn as well.

Sarah Hutson moved to increase Deanna's annual salary by 4% to begin as of her anniversary date supported by Nancy Parsons. Roll Call Vote: Gretchen Brewster-Yes, Sarah Johnson-Yes, Nancy Parsons-Yes, Sarah Hutson-Yes, Mike Rotter-Yes, Dorothy Farrell-Yes **Carried**

Public Comment: None

Questions, Comments, Concerns from Board: Nancy is looking into insurance possibilities for the library. Sarah Hutson encourages the board to try some trustee trainings. Also to begin looking over the By-Laws and begin review of the Personnel Policy.

Adjournment: Sarah Johnson moved to adjourn at 7:52pm supported by Dorothy Farrell.

Carried