

**Tamarack District Library Board of Trustees Regular Business Meeting Official~~Unofficial~~**  
**April 20, 2023**

Regular Business Meeting Called to order at 6:08 pm by Sue Draper.

Attendance: Sarah Hutson, Laura Leppink, Jamie Gorby, Mike Rotter, Gretchen Brewster, Kathy Methner, Susan Draper, Sarah Johnson, Deanna Riggleman – Director

Absent: All members were present.

Public: Pamela Feutz

**Approval of Agenda:** Sarah Hutson moved to approve supported by Gretchen Brewster. **Carried**

**Approval of Regular Meeting Minutes from March 16, 2023:** Jamie Gorby moved to approve with corrections supported by Sarah Hutson. **Carried**

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

**Correspondence:** Fremont Area Community Foundation Fund Statement

**Financial Report:** Gretchen Brewster moved to accept the financials supported by Sarah Hutson. **Carried**

**Committee Reports:**

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

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

**Friends of Library Report:** Did not meet due to annual meeting coming up.

**Old Business:**

1. **Pavilion:** The concrete has been removed, and construction will begin once the contractor has completed their work at Pine Township.
2. **Intellectual Freedom:** We received permission from Kent District Library to use their policy wording for Equal Access, Requesting Purchases and Reconsideration of Materials. After discussion, some revisions were made to this policy. Mike Rotter moved to accept the policy with the agreed upon changes supported by Gretchen Brewster. **Carried**
3. **Personnel Policies Updates:** Jamie Gorby moved to accept Tamarack District Library Personnel Policies with agreed upon changes supported by Laura Leppink.
4. **Personal Policies Effect Dates:** Sarah Hutson moved to start the effective date of the Personal Policies tonight with the following exceptions: 1) in three pay periods from this date, April 20, 2023, the pay date policy changes shall be effective, therefore staff shall be paid May 26, 2023, and 2) the effective date of the new PTO policy changes shall be effective July 1, 2023, supported by Mike Rotter.

**Carried**

**New Business:**

1. **Cameras:** Mike Rotter move to accept the estimate from Statewide Security Systems Inc. supported by Jamie Gorby. This will be paid out of Building Fund 999.6. **Carried**
2. **~~Circuit-Cricut~~ -Late Fees:** Gretchen Brewster moved to accept the recommendation of a \$10.00 late fee supported by Jamie Gorby. **Carried**
3. **Carpet Cleaning Closed on May 26:** TDL will be closed on this date.

**Public Comment:** None

**Questions, Comments, Concerns from Board:** Mike Rotter brought back questions to the Board from his township meeting. The Five Corners Little Library will now be managed by Jamie Gorby.

**Adjournment:** Mike Rotter moved to adjourn at 7:26 pm supported by Jamie Gorby. **Carried**