

**Tamarack District Library Board of Trustees Regular Business Meeting Unofficial
April 18, 2024**

Regular Business Meeting Called to order at 5:01 pm by Sarah Huston.

Attendance: Gretchen Brewster, Jamie Gorby, Jeremy Korpall, Sarah Hutson, Ashley Whalen, Laura Leppink, Stephen Charnley, Deanna Riggleman – Director

Absent: Kathy Methner

Public: Pam Feutz

Approval of Agenda: Gretchen Brewster moved to approve supported by Jamie Gorby.

Approval of Regular Meeting from January 18, 2024: Jamie Gorby moved to approve the minutes with corrections, supported by Gretchen Brewster. **Carried**

Approval of Regular Meeting from February 15, 2024: Jeremy Korpall moved to approve the minutes with corrections, supported by Stephen Charnley. **Carried**

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

Correspondence: Women United at The Gathering Place, Lakeview Elementary Staff and Students, Mercantile Bank Lakeview, Tiffany Jackson principal @LES, Robin Delamater, GACF

Financial Report: Gretchen Brewster moved to accept the financials supported by Laura Leppink. **Carried**

Committee Reports:

- a. Finance- Report submitted
- b. Policy & Personnel- Report submitted
- c. Facilities- Report submitted

Director's Report: Questions, Comments: Report submitted, one tree will be removed on Lincoln, 5 trees will be added, window fixed.

Friends of Library Report: Report submitted

Old Business:

1. **Special Use Guidelines and Borrowing Agreement and Waiver:** Update given
2. **Update Accounting System:** Update given

New Business:

1. **Equal Access, Requesting Purchases and Reconsideration of Materials:** Stephen Charnley moved to approve that this document be added as Appendix B to the TDL Policy Manual, supported by Ashley Whalen. **Carried**
2. **Bank Signers:** Laura Leppink moved to remove Susan Draper as a bank signer, supported by Ashley Whalen. **Carried**
3. **CD Update:** Sarah Hutson moved for Gretchen Brewster the ability to shop for best rate CD and being fiscally responsible, supported by Stephen Charnley. **Carried**

4. **FOIA:** Deanna reached out and got data send in by 5 days, got a reply closed and satisfied.
5. **Auditor for 2023-2024:** Stephen Charnley moved to continue using current auditors, supported by Gretchen Brewster. **Carried**
6. **Bid for Sprinklers:** Jamie Gorby moved to approve Thielen Turf Irrigation bid for sprinklers, supported by Stephen Charnley. **Carried**
7. **Bid for Blinds:** Jamie Gorby moved to approve Triangle Window Fashions to replace old blinds, supported by Gretchen Brewster. **Carried**
8. **Bid for Cameras:** Sarah Hutson moved to have Statewide Security system add cameras in 3 areas not currently covered, supported by Ashley Whalen. **Carried**
9. **Bid for Cleaners:** Gretchen Brewster moved to continue with Luxury Janitorial with the increase in monthly fee, supported by Ashley Whalen. **Carried**
10. **Bid for Drinking Fountain:** Jamie Gorby moved to have Patterson Plumbing install drinking foundation and bottle filling station, supported by Gretchen Brewster. **Carried**
11. **Fence by Staff Door:** Sarah Hutson moved to have fence removed by Deanna Riggleman and husband, supported Stephen Charnley. **Carried**
12. **Director Evaluation:** Sarah Hutson has evaluation forms, evaluation needs to be done before budget can be set, evaluation needs to be turned in before June meeting.
13. **First Review of Budget 2024/2025 Fiscal Year:** Overview and comparison to last year discussed. Budget will be voted on in June meeting and all board members should plan to attend meeting.

Public Comment: No public comment.

Questions, Comments, Concerns from Board: Stephen Charnley will be stepping down as board member due other commitments.

Adjournment: Steve Charnley moved to adjourn at 6:09 pm supported by Ashley Whalen. **Carried**