

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
Dorr Township Library
Date:September 21, 2020
7:00 P.M.**

MINUTES

Meeting was called to order at 7:01 pm by Sara Rydman, Vice President.

Pledge of Allegiance: Was said.

Roll Call: Present- Carrie Brooks, Sara Rydman, Tara McMillin, Lindsey Fitzsimmons, Samantha Oswald **Absent-** Rachel Vote. Elyshia Hoekstra, Library Director, Reilly Brower, Assistant Director was also present. Three visitors

Approval of the Agenda: Rydman motioned to approve the agenda with the removal of Priority Focus Training, seconded by McMillan. All yes, motion carried.

Approval of the Minutes: Rydman motioned to approve the August 17, 2020 minutes, seconded by Fitzsimmons. All yes, motion carried.

Treasurer's Report: Treasurer McMillin motioned, seconded by Fitzsimmons, to pay the July 2020 credit card bill in the amount of \$1,572.59. All yes, motion carried.

Public Comment: None

Director's Report: Hoekstra reported the summer reading program numbers were way down over previous years. As a result, there were more prizes available so all participants received one. Zoom story time on the lawn has begun with very low attendance. --QUESTION - Is there any plan to change the time?-- RESPONSE - They tried and the current day/time seems to work the best. Program Thursday evening on the lawn had one (1) attendee. The plan is to continue on the lawn as long as it is practical. Statistics are picking back up. MEL started again and we are again able to share materials. The easy reader section is finished and the Jr. Fiction section is nearly finished. Jen attended an online Dungeons and Dragons webinar. She will share with staff at the next staff meeting where they will do some brainstorming. Hotspots ready and have had a "soft opening" Policy was completed and submitted for approval. The new printer has arrived and works very well. The fax is not currently working, someone is coming next week to set it up. Three (3) new line items were added to the budget, library board bonding, general liability Insurance and hot spot. The library was closed on Labor Day. The ballot is completed, write in candidates must be in by October 23, at 4:00 pm. There are currently four (4) people on the ballot.

Township Board Meeting: Rydman will send a written report for the September 24 meeting

NEW BUSINESS:

1. **LLC Board Training** - There are eleven (11) co-ops in Michigan - Mandated by state legislators. She encouraged all to watch a video on youtube about the Open Meetings Act. This MUST be followed. We all need to understand our roles. We have bi-laws and policies. The board is responsible for the policies and the Director carries them out by training staff. She felt the most important thing to remember was that the Board must speak with one voice. All meetings with the Board must have an Agenda, and must follow open meeting act. It is currently not required to post the Agenda, but this will change. All meeting dates should be posted. Any communication (email, text, etc) constitutes a meeting. The Board President's responsibility is to ensure that meetings keep moving. All Board members MUST maintain confidentiality and avoid conflicts of interest. A good Board will be prepared, attend meetings and remain positive. The Director keeps the Board informed. The Director and Board are responsible for advocating for the library. The Director assists, administers and anticipates. The Director and Board relationship is essential. Trust is the most important goal and we all need to be on the same page. It is important that everything remains transparent. The Director should attend all Board meetings. The staff should write policies and the Board should review. The Board should create policy goals for the staff and they should be reviewed one-by-one. If a policy doesn't meet the expectation of the Board, they should be given more direction and time to make improvements/corrections.

The Board will begin reviewing the policies section by section beginning in the October meeting. The Director will direct the staff what policy to work on and have it ready for the meeting. All policies and policy revisions will include a date when the policy was reviewed.

2. **Hot spot Policy-** Hoekstra presented a policy for the hot spots. She indicated that after speaking with other libraries, they have a wait list and the hot spots are distributed on a first come first served basis. The policy is consistent with other local libraries. The hot spot is packaged with a troubleshooting guide and frequently asked questions (FAQ). The hot spots will be sanitized upon return and should be able to be checked out again within hours. Rydman motioned to accept the policy as written with the addition of the date to be added,, and was seconded by Fitzsimmons. All yes, motion carried.
3. **3D Printer Policy** - Hoekstra presented a policy for use of the 3D printer. Appointments can be made with Google. A link will be added. If items produced on the 3D printer are not picked up and paid for within the specified time, the person will not be able to use the printer

again. Most items that are created will be \$5.00 or less. Rydman motioned to approve the policy with the addition of the date reviewed and was seconded by Brooks. All yes, motion carried.

4. **Distance Learning** - There are nine (9) spots available and all nine have been used. There is evidence that people have used the picnic tables, but staff has not seen anyone. They have targeted Sycamore and Dorr Elementaries for using this service. A tech guy was contacted about upgrading the wifi for better access in the driveway and perimeter of the library. He suggested adding an outdoor access point on the west parking lot. Costs associated include a lift (\$450), the unit (\$250), and cabling (\$100). There is money available in the budget for the work. Rydman motioned to extend wifi access to the west parking lot and was seconded by Brooks. All yes, motion carried.
5. **Resignation** - Board President, Rachel Vote issued her resignation. Motion by Rydman to accept the resignation of Rachel Vote and was seconded by McMillan. All yes, motion carried. Fitzsimmons will serve as protem President for two (2) months. New appointments will be completed after the election.

OLD BUSINESS:

1. **Directors Work Agreement** - The final changes were made. A revision date is to be added and the document is to be run through legal . Rydman motioned to approve the Directors Work Agreement with the addition of revision date and was seconded by Fitzsimmons. All yes, motion carried

Rydman motioned to move to closed session at 9:19 p.m., to discuss the Director Probation Progress and was seconded by Fitzsimmons. All yes, motion carried

Adjournment: Rydman motioned, Brooks seconded to adjourn at 9:51 pm. All yes. Motion carried.

Next regular meeting: October 19, 2020 at 7:00 p.m. at the library.

Submitted by Carrie Brooks