

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
Dorr Township Library
Date: July 20, 2020
7:00 P.M.**

MINUTES

Meeting was called to order at 7:01 pm by Rachel Vote, President.

Pledge of Allegiance: Was said.

Roll Call: Present- Rachel Vote, Carrie Brooks, Sara Rydman, Tara McMillin, Lindsey Fitzsimmons **Absent-** None. Elyshia Hoekstra, Library Director, was also present. 3 visitors.

Approval of the Agenda: Vote moved to add the PTO policy to old business. Vote motioned to approve the agenda with the addition of the PTO policy, seconded by Brooks. All yes, motion carried.

Approval of the Minutes: Vote motioned to approve the June 15, 2020, and June 24, 2020 minutes, seconded by Fitzsimmons. All yes, motion carried.

Treasurer's Report: Treasurer Treasurer McMillin asked for clarification for some single line items. She inquired who has credit cards. Hoekstra responded that she and Karen have credit cards. McMillin asked why there was a Facebook ad charged and paid for by Reilly. This was because Reilly administrates the Facebook page and payment needed to be made by her. McMillin asked about a deposit for \$356.20, Hoekstra responded this was money bequeathed to the library for children's materials and generally used for the Summer Reading Program. McMillin asked about the phone lines, what they were for and the cost. Hoekstra said that there were two (2) lines for the phone and one (1) for the fax line. A request was made that the cost be looked at to see if it was in line with current costs. There was a charge to Allegan County Search and Rescue, McMillin asked to see a copy of the ad and it was not currently available. McMillin motioned, seconded by Vote, to pay the May 2020 credit card bill in the amount of \$1,176.32. All yes, motion carried.

Public Comment: None

Director's Report: Hoekstra reported the Summer Reading program has less participation this year. She said there is an online form to register for additional prizes. She reported that she was looking for some local businesses to donate items, but because of the pandemic they were not making donations. She did purchase some gift cards from local businesses in an effort to get more adult participation. There have been some questions about use of the app for the program, they are working to get information out to make the process clearer. Make and take projects have begun with instruction videos on Youtube and Facebook. She requested more readers to make videos for the Community Reads program. Some Dorr Elementary teachers have committed to participate. The statistics for June were less than last year, but better than May. Ancestry was used less this month, she will create a reminder that there is a link on the website so the program can be utilized from home. She would like the Board to consider purchasing a new copier. She has begun requesting quotes for consideration. The purchase of a new copier is to be added to the July 2020 Agenda. Penal fine payment was \$3,170.62, which is closer to the payment we received prior to the pandemic closure. There were questions about the medical insurance costs. The way it is currently written is unclear. It was also noted that money for vision and dental was being credited to the library and needed to be refunded to the director. Cross training has begun and a chart of progress was presented. Lakeland stated we should expect a 30% - 50% cut from state aid. The Director has been inquiring about library board insurance and hopes to have amounts ready for the next board meeting. To be added to next month's Agenda, discuss if available time. A library survey was created for the public.

Township Board Meeting:

NEW BUSINESS:

1. **Hours of Operation** - A chart was provided. Some tweaks will be made to the chart and the Board will monitor to ensure the library hours continue to meet the needs of the community
2. **Data from Lakeland** - The Board reviewed and asked for clarification. The Board is to review the information provided and report any requests for clarification to Hoekstra by August 3, 2020 so she can make the changes prior to the August 2020 meeting.
3. **10 Year Financial Projection Resource** - The Board will have someone coming to assist with creating the document in August or September 2020.
4. **Board Member Interview** - Samantha Oswald was interviewed by the Board and offered the trustee position.
5. **Bank Signer** - Hoekstra requested that the Assistant Director be added to the bank account as an additional signer. **Vote motioned that the Assistant Director be added as a check signer, the motion was seconded by Rydman. All yes, motion carried.**

OLD BUSINESS:

1. **Director Probation Plan** - It was noted that much progress was made on cross training. Hoekstra requested that the rest of the items in the plan be discussed in a closed session.
2. **Director Health Insurance** - A meeting took place with the Hopkins library to discuss payment of the Directors medical insurance. Hopkins agreed to pay 40% of the family plan, Dorr to pay 40% and the Director will pay 20%. When the policy is ready to renew annually, the Director is to provide three (3) bids. Vote motioned to accept the agreement as written, seconded by McMillin. All yes, motion carried
3. **PTO Policy** - Tabled, final reading to be added to August Agenda

Adjournment: Vote motioned, Rydman seconded to adjourn at 8:58 pm. All yes. Motion carried.

Next regular meeting: August 17, 2020 at 7:00 p.m. at the library.

Submitted by Carrie Brooks