

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
Dorr Township Library
Date: August 15, 2022
6:32 P.M.**

MINUTES

Meeting was called to order at 6:34 pm

Pledge of Allegiance: Was said.

Roll Call: Present- Michael Rydman, Brittany Hunter, Shana Dykhuis, Bruce Bendull Jeffrey Babbitt

Absent: Carrie Brooks, Derrick McLain

Additions to the Agenda: None

Public Comment: None

Approval of the Agenda: Dykhuis made a motion to approve the agenda and was seconded by Rydman. All yes, motion carried.

Approval of the Minutes: Hunter made a motion to accept the minutes from July 18, 2022 and was seconded by Rydman. All yes, motion carried.

Treasurer's Report: Treasurer Dykhuis made a motion to pay the credit card bill in the amount of \$4,194.44 and was seconded by Hunter. All yes, motion carried.

Committee Report(s): None

Director's Report:

Reilly went to Washington, DC for the ALA Annual Conference and acquired an estimated \$15,000 worth of materials (153 books and about 200 audiobooks) from the ALA and the Library of Congress for free. The Summer Reading program reached an all-time high number of participants with 80 finishing the program and 179 registered. Storytime attendance has been between 8 and 19 children with their parents. Science Night and Messy Mayhem had nearly 40 participants each. Plates 'n' Pages ended Thursday, August 11 with Ethel Footman Smothers presenting her book *The Hard Times Jar*. Circulation and database usage are up from last month. DVD circulation is up nearly 33% with over 1,000 borrowed. Mango Languages was not accessed last month. Plans are being made for a marketing push. The budget is up to date. A second disbursement of state aid from the Library of Michigan brings the total to more than double the anticipated revenue. Randy at Dorr Township brought in Maynard's Water Condition to replace a part in the water softener which has helped with the smell of the tap water. Jeffrey attended the Dorr Township meeting on July 28, 2022. On August 2, 2022 Jeffrey attended the Michigan New Directors meeting. Clare Membiela of the Library of Michigan clarified grant applications calling for "articles of incorporation". Needed items are actually the Township Board Resolution establishing the library, the library board by-laws and possibly certified election results for township libraries. Quality Services Audit Checklist was reviewed. Jeffrey is exploring Dorr Library's performance. There was also clarification on librarians' options when witnessing possible child abuse in the library. Libraries are not mandated reporters, which allows us to report using the anonymous system. Clare cautioned against gathering information from the ILS which would be a violation of the Library Privacy Act. The Lakeland Library Coop Board and Advisory Committee meetings were held on August 11, 2022. Items discussed include millage battles, intellectual freedom, and LLC's Plan of Service. Message Bee is going live replacing iTiva notifying patrons of holds. This will reduce our staff's workload. According to the LLC Board packet, our coop fees will be reduced this year by \$184. There are no volunteers at this time. There were no closing last month. The library will be closed Labor Day and the proceeding weekend.

Committee Report:

None

NEW BUSINESS:

- 1. Discussion of non-Resident Card and Underfunded Contract Area policies:** Currently there are no cards available. Anyone covered by Lakeland coop can use Dorr Library. Cost of cards could be between \$50 and \$70. Hunter motioned to table the issue until a need arises. Dykhuis seconded. All yes, motion carried.
- 2. Discussion of Social Media Policies for patron and staff:** The policy was presented to the Board. Dykhuis motioned to pass the policy and Rydman seconded. All yes, motion carried.

OLD BUSINESS:

- 1. Discussion of Liability Insurance proposal and decision:** The board discussed the pros and cons of each proposal. Hunter motioned to approve and was seconded by Dykhuis. All yes, motion carried.

2. **Updated and discussion of Strategic Planning process:** Dave Mediema is preparing a proposal. He was worked with several libraries and was recommended by Shirley. Cost will be between \$3,000 and \$8,000. The draft should be available by the September meeting. This item is tabled until we receive the proposal.

Township Board Meeting: August 25, 2022, at 7:00 p.m.

Adjournment: Dykhuis motioned to adjourn at 7:24 pm, and was seconded by Rydman. All yes, motion carried.

Next regular meeting: September 19, 2022, at 6:30 p.m.

Submitted by Shana Dykhuis