

**DORR TOWNSHIP LIBRARY  
BOARD OF TRUSTEES  
Dorr Township Library  
Date: January 18, 2021  
6:00 P.M.  
VIA ZOOM**

**MINUTES**

**Meeting was called to order at 7:15 pm**

**Pledge of Allegiance:** Was said.

**Roll Call: Present-** Carrie Brooks, from Dorr, Michael Rydman from Dorr, Derrick McLain, from Dorr, Samantha Oswald, from Dorr, Lindsey Fitzsimmons, from Dorr **Absent-** . None - Katie Brinker, Director and Reilly Brower Interim Director was also present. One visitor

**Approval of the Agenda:** Brooks made a motion to accept the agenda and was seconded by McLain. All yes, motion carried.

**Approval of the Minutes:** McLain made a motion to accept the minutes from the December 21, 2020 meeting minutes and was seconded by Brooks. All yes, motion carried.

**Treasurer's Report: Treasurer** Fitzsimmons made a motion to pay the credit card bill in the amount of \$2,005.66 and was seconded by Rydman. All yes, motion carried.

**Public Comment: None**

**Director's Report:** This year's programming is in the early stages. Story time started on Tuesday, January 12, 2021. Since the library has re-opened to the public on January 4, 2021, the staff has been healthy. Curbside is still available for those who are health compromised, or cannot wear a mask. The Director has attended a few training sessions this year. As a result of information gleaned from the trainings she plans to sit down with each staff person and discuss their goals for the library. We received a late fee from the bank due to our payment being processed late, even though it was paid on time. The Director called to dispute the late fee and believes it will be credited back to our account. KDL has offered a strategic planning training to all Directors. The Director will plan to take part in this. KDL has also requested input from the individual libraries regarding changing their Ancestry.com subscriptions to be run through the Cooperative. This change could save the libraries some money. The Director has been approached about partnering to bring in speakers regarding substance abuse. The Director and Assistant Director will be working on a policy for concealed carry of guns in the library. Per a law consultant, staff cannot ask someone who is carrying a concealed weapon to leave unless they pose a threat. All library meetings will be via Zoom until January 31, 2021 minimally.

**Township Board Meeting:** The township board meeting is scheduled for January 28, 2021. Rydman will provide a written report for the meeting.

**Committee Report:** Committee reports will be on hold temporarily while the new Director becomes acclimated

**NEW BUSINESS:**

1. **Annual Library Board Meeting** - The Director is not scheduled to be present at the Dorr library on Monday's. As a result, discussion to change the meeting day occurred. Rydman made a motion to change the meeting dates to the third Thursday of the month, at 6:00 pm, and was seconded by McLain. All yes, motion carried. The meeting dates for 2021 are as follows:
  - January 18, 2021
  - February 17, 2021 - **February 18, 2021**
  - March 17, 2021 - **March 18, 2021**
  - April 21, 2021 - **April 15, 2021**
  - May 19, 2021 - **May 20, 2021**
  - June 16, 2021 - **June 17, 2021**
  - July 21, 2021 - **July 15, 2021**
  - August 18, 2021 - **August 19, 2021**
  - September 15, 2021 - **September 16, 2021**
  - October 20, 2021 - **October 21, 2021**
  - November 17, 2021 - **November 18, 2021**
  - December 15, 2021 - **December 16, 2021**
2. **Board Contact Information-** Brower will create a contact information form for all Board members to complete and return. She will then create a master list of the collected information and distribute it.
3. **Add Director to United Bank Accounts** - New Director Katie Brinker needs to be added to the United Bank Accounts. Brooks motioned to add the new Director to the United Bank Accounts and was seconded by McLain. All yes, motion carried.

4. **Director Insurance Quotes** - The Director gathered quotes for her health insurance. She selected a Priority Health plan with a monthly payment of \$762.30. The portion of the payment that would be paid by the Dorr library is \$304.92, or \$3,659 annually. The annual budgeted amount for health insurance is \$3,659.904. Fitzsimmons will work with Hopkins library to be sure they agree with the decision. Rydman motioned to accept the insurance plan chosen by the Director, as long as the Hopkins library agrees, and was seconded by Fitzsimmons. All yes, motion carried.

#### **OLD BUSINESS**

1. **Sixth Trustee Posting:** An applicant to fulfill the position of the sixth Trustee attended the meeting to be interviewed. Brittany Hunter was interviewed. Rydman made a motion to appoint Brittany to the sixth Trustee position and was seconded by McLain. All yes, motion carried.

**Adjournment:** Rydman motioned, and McLain seconded to adjourn at 7:15 pm. All yes. Motion carried.

**Next regular meeting: February 17, 2021 at 6:00 p.m.** Location to be determined.

Submitted by Carrie Brooks