

DORR TOWNSHIP LIBRARY

BOARD OF TRUSTEES

MEETING

Dorr Township Library

Date: April 13, 2015

6:30 P.M.

## MINUTES

**Meeting was called to order at 6:31pm by Peggy Otto, President.**

**Roll Call: Present-** Tara Reece, Peggy Otto, Ken Huizinga, Louis Harnish, Rachel Vote. **Absent-** Barbara Gibson, Ken Huizinga left at 6:54pm. Natalie Bazan, Library Director, was also present. 0 visitors.

**Approval of the Agenda:** Reece motioned to approve the amended agenda to include a discussion of a summer shelver, seconded by Huizinga. All yes, motion carried.

**Approval of the Minutes:** Motioned to approve the March 2015 Minutes by Otto, seconded by Vote. All yes, motion carried.

**Treasurer's Report:** Reece motioned to receive and file the March 2015 Treasurer's report amended to reflect actual spending, seconded by Otto. All yes, motion carried. Reece motioned, seconded by Vote, to pay the March 2015 credit card bill in the amount of \$1873.55. All yes, motion carried.

**Public Comment:** None.

**Director's Report:** Bazan provided information about library programming and events during the preceding month and upcoming events. She also provided reports on meetings attended, grant applications, building issues, and ongoing library functioning. In March 2015 we circulated 5025 items, which is comparable with what we circulated last March. We received a joint grant with Hopkins for \$3000.00 for programming. Vote motioned to sign up for Genealogy Bank and Worldbook Online for the 2015/2016 fiscal year, seconded by Otto. All yes, motion carried.

**Township Board Meeting:** The next meeting is April 27, 2015. Bazan and Otto will attend this meeting. Otto and Bazan attended the previous meeting and provided a three-minute update on library events and programming.

**Committee Reports:** There will be a staff meeting on each Saturday prior to the monthly Board meeting. The next meeting will be May 9, 2015.

## OLD BUSINESS:

1. **Needs Assessment Questionnaire:** Bazan presented a proposed draft of the Needs Assessment Questionnaire for Board input and feedback. This will go live in June 2015.

## NEW BUSINESS:

1. **Policy Manual Update:** The Board discussed a few changes to the policy manual in order to be consistent with the 503C filing that we are submitting. Reece motioned to approve the changes to the Policy Manual to include the written updates, seconded by Otto. All yes, motion carried.
2. **Conflict of Interest Policy:** Otto motioned to approve the Conflict of Interest Policy as written, seconded by Reece. All yes, motion carried.
3. **Self-Checkout Machines:** Discuss the the option of adding one self-checkout machine to the library. This will be an expensive venture if we decide to go in this direction. It is possible that we will be able to get a license for the integration of the self-checkout with the cataloging system from KDL. We will continue to discuss this in subsequent months.
4. **Updated 2015/2016 Budget:** Discussed the proposed budget for the 2015/2016 fiscal year. Reece motioned to accept the updated 2015/2016 fiscal budget, seconded by Vote. All yes, motion carried.
5. **Summer Shelver:** Bazan explained that the summer is busy with programming and increased usage, so there would be a need for an additional staff member about 10 hours a week, for a total of \$750 for the summer season.

**Adjournment:** Reece motioned, Otto seconded to adjourn at 7:48pm. All yes.

**Next regular meeting:** May 11, 2015 at 6:30 p.m. at the library.

Submitted by Tara Cornelius-Reece.