

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: April 21, 2025 @ 6:30 pm**

Call to Order:

Roll Call:

Changes to the Agenda:

Public Comment & Correspondence:

Approval of the Agenda:

Approval of the Minutes: March 17, 2024

Treasurer's Report: Through February. Credit Card - \$4,812.53 for March.

Director's Report:

Committee Reports:

NEW BUSINESS:

1. Recommendations for Library Cell Phone.
2. Discussion and Approval of Schedule of Policies to be Reviewed

OLD BUSINESS:

- 1.

Township Board Meeting: April 24, 2025 7 pm.

Adjournment:

Next regular meeting: May 19, 2025 at 6:30 pm

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: March 17, 2025 @ 6:30 PM**

MINUTES

Meeting was called to order at 6:32 PM

Pledge of Allegiance: was said.

Roll Call: Present- Jeffrey Babbitt, Brittany Hunter, Carrie Brooks, Bruce Bendull, Michael Rydman, Gordon Lieffers, Andrea Strong. Absent - None.

Changes to the Agenda: None. Brooks motioned to approve the agenda. Hunter seconded. All yes, motion carried.

Public Comment & Correspondence: None.

Approval of the Minutes: Brooks motioned to approve the minutes from February, 17, 2024, with the correction that Hunter seconded the motion to adjourn. Bendull seconded. All yes, motion carried.

Treasurer's Report: Brooks motioned to table the Treasurer's report for March given that there is currently no treasurer, but pay the credit card bill for January in the amount of \$4,582.72 and review the credit card statements as soon as they are available. Hunter seconded. All yes, motion carried.

Director's Report: Was heard. Director reports that program attendance was low due to time of year (weather, etc.) Director reports that maintenance items are being undertaken on the lobby flooring and on IT infrastructure.

Committee Reports: None.

OLD BUSINESS:

1. **Elections for board officers.** Hunter nominated Brooks to be the president for the 2025 term. Strong seconded. All yes, motion carried. Brooks nominated Lieffers to be vice president. Bendull seconded. All yes, motion carried. Brooks nominated Strong to be treasurer for the 2025 term. Bendull seconded. All yes, motion carried. Brooks nominated Hunter to be secretary for the 2025 term. Bendull seconded. All yes, motion carried.
2. **Presentation and approval of proposals for IT service.** Proposals were reviewed. Bendull recommended we contract with TechConnect as the library's new IT service providers. Hunter seconded. All yes, motion carried.

NEW BUSINESS:

1. **Revision of Personnel Policy to Comply with Changes to ESTA.** Hunter motioned to approve the changes in the personnel policy as presented. Brooks seconded. All yes, motion carried.
2. **Review of Revised Draft Budget FYE 2026.** Hunter motioned to approve the FYE 2026 budget as presented. Brooks seconded. All yes, motion carried.
3. **Review of Strategic Plan: Year One.** Strategic plan was reviewed.

Adjournment: Brooks motioned to adjourn at 7:37 PM. Bendull seconded. All yes, motion carried.

Township Board Meeting: March 20, 2025 7 pm. Babbitt will attend.

Next Regular Meeting: April 21, 2025 at 6:30 pm

Submitted by Brittany Hunter, Secretary.

Director's Report, April 21, 2025

Library Operation Updates

Attendance at programs, especially craft programs, has been good. The rescheduled Schoolhouse 1909 program drew a large crowd of 60 people on April 15 and went very well. Our press release on the Author Fair on April 24 got the attention of WZZM Channel 13 anchor Tanner Holbrook, who wants to do an interview on Channel 13's streaming show next Tuesday. Jen Chamberlain will do the interview.

Statistics

Reilly is still putting together the statistics. Lakeland stats show that March was a slow month for new library patrons (10), but above average for Active Patrons (609). Currently, about 31.6% of the Dorr Township population has a library card.

Budget and Financial Items

Reilly is still updating the budget. As soon as she is finished, I will perform the year-end analysis of Fiscal Year Ending 2025.

Staff and Building Items

The Dorr Township Board will discuss the replacement of the tiles in the library's lobby next Thursday night. We will probably need to match their contribution, and I am currently reviewing the budget to see where we can pull the funds from. Hopkins Electrical was out to take a look at the lights above the circulation desk.

Our Library Assistant Savannah Shustack will be leaving at the end of July to attend graduate school, and we are planning to begin recruiting her replacement next month.

Meetings, Workshops, etc.

I attended Community Webs webinars and meetings March 19, March 26, and April 7 in the past month, learning how to do web archives and community archives. The plan is to put together a committee to discuss an online archive of Dorr's 4th of July celebrations. Library of Michigan and the Internet Archive are supplying technical support, and Then and Now and the Dorr Business Association are on board for the committee so far.

The DBA held membership meetings on March 19 and April 16 and a Board meeting on March 26 at the library. I updated the DBA and their Scholarship Committee on developments with Excel Adult High School and talked about the Community Webs project.

The ACLA met March 20 and heard from Heart of West Michigan United Way about how to hold a Community Tax Day, which we might consider for next year. We also continued to plan the countywide training day ACLA puts on every other year or so.

At the Staff Meeting March 20, we discussed Summer Reading, among other things. The planned Staff Meeting for April 17 was canceled and shifted to an asynchronous email meeting due to a family emergency. I updated the staff on Excel Adult High School and discussed the minimal staff role in rolling out that program.

I attended the Township Board meeting March 20 and gave the library report.

I met with Adam from DeGraaf Interiors on April 3 to get a quote for the tile in the lobby.

The Lakeland Library Coop Board and Advisory Committee met on April 10. Unfortunately, I was unable to make it due to car trouble.

Volunteers

No volunteers currently.

Library Closings

No closings since the last Board meeting.

Completed April 18, 2025, at 11:17 AM.

Phone	Price	Rating	Delivery	Notes
Motorola Moto G	\$134.99	4.2	Free	Could get for free from T-Mobile, US company but made in China
Doogee Note 58	\$115.99	4.7	Free	Chinese company
Nokia C32	\$129.00	4	Free	

Provider	Monthly Cost	Annual Cost	Final Cost (w/ phone)	Coverage	Notes
T-Mobile	\$23.78	\$285.36	\$285.36	very good	\$200 off on a phone (MotoG would be free), no contract, current vendor for hotspots, pay monthly
U.S. Mobile	\$8.00	\$96.00	\$212.00	better, can switch between major networks	"Supercarrier," \$212 with \$116 phone, no contract, prepaid
Tello	\$8.00	\$96.00	\$212.00	weaker	Only true "no data" plan

Order	Policy name	Status	QSAC	Notes		Date of Status	Date of Review
18	Copyright	2017			Communication	2017	4/30/2025
22	Copying/Printing/Faxing	2017			Library Services	2017	4/30/2025
17	Serving Disabled Patrons		X		Library Services		5/19/2025
11	Personnel	Pub	X	In separate Personnel Policy document		5/15/2023 except 2/17/2025 for PTO	5/30/2025
16	Gift/Donation/Memorial	2017	X		Operating	2017	5/30/2025
2	Patron Behavior	Pub			Library Conduct	6/20/2022	6/20/2025
19	Archive	2017		Want to have in place for Dorr 4th Archive??	Library Services	2017	6/30/2025
27	Freedom to Read	2017				2017	7/31/2025
28	Freedom to View	2017				2017	7/31/2025
7	Social Media	Pub		Includes Public and Employee replace with non-highlighted	Communication	8/15/2022	8/15/2025
3	Crisis Communication	Pub		should be made non-public	Communication	9/19/2022	9/19/2025
1	Collection Development	Pub	X	Includes Selection, Reconsideration, and Weeding; QSAC requires "inclusion statement"	Library Services	10/17/2022	10/17/2025
20	Library Building	2017		Includes Hours, Petitions and Solicitations, Photography (see Media Release in #7 Social Media for part), Postings/Notices/Bulletin Boards, Use of Public Meeting Areas (see #10 Display & Exhibit), Community Room Rental (separate as #4), Art Wall (see #10 Display & Exhibit), Craft Supply Exchange Room, Library Gardens, Competitive Bidding		2017	1/1/2026
21	Reference Service	2017			Library Services	2017	1/1/2026
23	Friends of the Library	2017		Look up MOU		2017	1/1/2026
25	Reopening	2020				2020	1/1/2026
26	Public Phone Use	2017				2017	1/1/2026
29	Library Bill of Rights	2017				2017	1/1/2026
30	Surplus Equipment	2017				2017	1/1/2026
6	Internet Use	Pub		Waiting for Overwatch to implement unfiltered computers	Library Services	1/16/2023	1/16/2026
5	FOIA	Pub		add to communication policies	Communication	4/18/2022	4/18/2026
13	Display and Exhibit	Pub			Library Services	8/21/2023	8/21/2026
9	Volunteer	Pub		Move to Personnel?	Operating	5/15/2023	5/15/2027
10	Hiring	Pub		should be made non-public	Operating	5/15/2023	5/15/2027
4	Community Room	Pub			Library Services	5/16/2022	5/16/2027
12	Programming	Pub		Have ready for Aug 21 Board meeting	Library Services	8/21/2023	8/21/2027
	Public Comment	Pub				8/21/2023	8/21/2027
8	Financial	Pub		not public facing	Operating	10/21/2024	10/21/2027
15	Emergency Preparedness	Pub	X	not public facing	Operating	11/18/2024	11/18/2027
14	Circulation	Pub	X	Includes Services, Audio/Visual Material, Makerspace Kits, E-Readers, Fines, and Record Privacy (required by QSAC)	Library Services	8/21/2023	8/21/2028