

**DORR TOWNSHIP LIBRARY  
BOARD OF TRUSTEES  
Dorr Township Library  
Date: August 17, 2020  
7:00 P.M.**

**MINUTES**

**Meeting was called to order at 7:05 pm by Sara Rydman, Vice President.**

**Pledge of Allegiance:** Was said.

**Roll Call: Present-** Carrie Brooks, Sara Rydman, Tara McMillin, Lindsey Fitzsimmons, Samantha Oswald **Absent-** Rachel Vote. Elyshia Hoekstra, Library Director, Reilly Brower, Assistant Director was also present.

**Approval of the Agenda:** Rydman motioned to approve the agenda with the removal of Priority Focus Training, seconded by Brooks. All yes, motion carried.

**Approval of the Minutes:** Rydman motioned to approve the July 20, 2020 minutes, with the correction of Hoekstra making the motion to add the Assistant Director as a check signer, seconded by McMillan. All yes, motion carried.

**Treasurer's Report: Treasurer** McMillin motioned, seconded by Fitzsimmons, to pay the July 2020 credit card bill in the amount of \$1,904.39. All yes, motion carried.

**Public Comment:** None

**Director's Report:** Hoekstra reported there is two weeks left for the Summer Reading Program. Two prizes have been awarded to keep people engaged. She reported that the staff has been working on coding the children's books to coincide with the schools reading levels to help parents pick books that are geared toward their child's specific reading level. They have started with easy readers and are moving forward from that point. She reported on her Lakeland meeting. There were two main topics that were discussed at the meeting. First, fines will be waived until November 1, 2020. The board questioned how we would promote this and the response was that it would be placed on the sign, on the website and Facebook page. She also explained that not all fines are forgivable and explained why. Fine update is to be added to the September 2020 Agenda and an update will be given about the progress. The second item that was discussed at the Lakeland meeting was the budget. There will be no drastic cuts. Bibliocore will cost slightly more, however, Hoekstra budgeted more for this service and we are covered. The library received a Care Grant, this was used to purchase PPE and four hot spots with service for two years through T-Mobile. Hot Spot Policy, and 3D Printer Policy is to be added to the September 2020 Agenda for review. The library is part of a grant that has been applied for by Allegan County Library from the State of Michigan. The library is considering applying for a grant through ALA and if awarded will provide hotspots from Verizon. A homeschool tab will be added to the webpage to assist parents with additional resources.

**Township Board Meeting:** Vote sent a report to the last meeting. Rydman will provide a written report to the September meeting.

**NEW BUSINESS:**

1. **Copier Quotes** - Hoekstra provided quotes from MOS, Applied Imaging, and PPS. PPS was excluded because it was to purchase the equipment and supplies would be extra. MOS and Applied Imaging were very similar in equipment and services. Applied imaging was chosen as that is who we have been using and they have been easy to work with. Rydman made a motion to accept the Applied Imaging quote for a term of five years, and was seconded by Fitzsimmons. All yes, motion carried.
2. **Library Board Insurance** - Hoekstra provided two bids from CNA and The Ted Hartleb Agency (who provides insurance for the township). Hoekstra also reported that while talking with the Agents about the needs of the library, she was informed that the library WAS NOT covered for liability under the township's plan and that we needed to obtain our own. After reviewing the policies, the Hartleb quote was slightly more overall, however, they didn't require a deductible as the CNA bid did and they offered attorney services free of charge. The board chose to include coverage for the board, liability for the library and bonding for the Director, Assistant Director and Treasurer. A discussion took place to decide how this would be paid for. There is approximately a \$30,000 difference between the amount budgeted and the amount that they would actually receive after other income (penal fines, etc) had been received. Rydman motioned to purchase a policy with the Ted Harleb Agency, as written, with the inclusion of bonding, and was seconded by Brooks. All yes, motion carried.
3. **Merit Increases** - Hoekstra reported that all employees have been reviewed and all were good to great. The last increase of 2.5% was given was in May of 2019. The board agreed that merit increases should be granted. Rydman motioned to approve a 2.5% merit increase for the library staff and was seconded by Fitzsimmons. All yes, motion carried.

**OLD BUSINESS:**

1. **PTO Policy** - The board reviewed the final policy. Rydman motioned to approve the PTO policy with the addition of calendar days and was seconded by Brooks. All yes, motion carried
2. **Directors Work Agreement** - Tabled until September meeting

McMillan motioned to move to closed session to discuss the Director Probation Progress and was seconded by Fitzsimmons. All yes, motion carried

**Adjournment:** Rydman motioned, Brooks seconded to adjourn at 9:51 pm. All yes. Motion carried.

**Next regular meeting:** September 21, 2020 at 7:00 p.m. at the library.

Submitted by Carrie Brooks