

DORR TOWNSHIP LIBRARY

**BOARD OF TRUSTEES**

**MEETING**

**Dorr Township Library**

**Date: August 14, 2017**

**7:00 P.M.**

MINUTES

**Meeting was called to order at 7:03 pm by Rachel Vote, President.**

**Pledge of Allegiance:** Was said.

**Roll Call: Present-** Rachel Vote, Barb Gibson, Marcia Brock, Tara McMillen, Sara Rydman **Absent-** None. Elyshia Schafer, Library Director, was also present. No visitors.

**Approval of the Agenda:** Gibson motioned to approve the agenda with changes, seconded by McMillen. All yes, motion carried.

**Approval of the Minutes:** Motioned to approve the August 2017 Minutes by Vote, seconded by Brock. All yes, motion carried.

**Treasurer's Report:** Gibson motioned to receive and file the August 2017 Treasurer's report with review of the General Ledger, seconded by Brock. All yes, motion carried. Gibson motioned, seconded by Brock, to pay the August 2017 credit card bills in the amount of \$2,730.45 and 592.90. All yes, motion carried.

**Public Comment:** None.

**Director's Report:** Schafer provided a report of information about library programming and events during the preceding month and upcoming events. She also provided reports on meetings attended by the Director, grant applications, building issues, and ongoing library functioning.

- Library Newsletter is current through October 2017.
- Future Classes and Events – Prime Time Family Storytime mid-September through October 2017. Part of a 3-year grant program. Canning program “Jelly and Jams” TBD. Mini Comic-Con approximate 50 signed up with group ‘501 1<sup>st</sup> Legion’ who will attend in Star Wars Costumes, attendance may be affected with Byron Days Celebration on same date.

- Classes and events: Cheese Making-10 attending, Three Little Pigs Challenge-low participation, Geo Class-full class with 45 attending, photos in local Globe. 2017 Summer Reading Program-49 finished out of 166, suggested to extend program into August.
- Author Visit-Maureen Dunphy September 14, 2017.
- Lakeland Co-op Meeting-Cyber security insurance with hacking information discussion.
- ALA Seminar-staff provided positive feedback, suggestion of all access pass all which includes vendors and seminars. Would like opportunity to attend in future. Next conference in New Orleans 2018.
- 'Making it in Michigan' Workshop at Coopersville HS attended by Elyshia and Riley. Focused on engaging kids in the creative process with limited involvement.

**Township Board Meeting:** Schafer attended the July 2017 meeting and provided a summary of current events and programming. TBD for next meeting on August 31, 2017.

**Committee Reports: None**

OLD BUSINESS:

1. RFP for cleaning. Review of 3 submitted RFP's. Motion to approve Shera VanGoor with recommendation to vacuum entire library weekly. All yes, motion carried. Stanley Steamer estimate not received to date to clean non-carpeted areas.

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2. Library Director Contract-Board reviewed contract. President Vote will discuss revisions with lawyer. Board will vote on contract next meeting. Gibson will meet with library staff for library director comments. Library director will provide self-evaluation. Board will complete Library Director Performance Evaluation and return to Gibson.

**NEW BUSINESS:**

1. **Policy Manual Updates and Proposed Changes**-carry over to next meeting.
2. **Interview Trustee Candidate**-Jennifer Klug, Gibson motioned to vote to approve, seconded by Vote. All yes, motioned carried.

**Adjournment: 8:45 pm.** Vote motioned, Gibson seconded. All yes, motion carried.

**Next regular meeting:** Monday September 11, 2017 at the library.

Submitted by Sara Rydman.