

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
Dorr Township Library
Date: January 16, 2023
6:30 P.M.**

MINUTES

Meeting was called to order at 6:34 pm

Pledge of Allegiance: Was said.

Roll Call: Present-Carrie Brooks, Brittany Hunter, Derrick McLain, Shana Dykhuis, Bruce Bendull, Jeffrey Babbitt

Absent: Michael Rydman

Additions to the Agenda: None

Public Comment: None

Approval of the Agenda: Hunter made a motion to approve the agenda with the addition, and was seconded by Dykhuis. All yes, motion carried.

Approval of the Minutes: McLain made a motion to accept the minutes from January 16, 2023, and was seconded by Bendull. All yes, motion carried.

Treasurer's Report: Treasurer Dykhuis made a motion to pay the January credit card bill in the amount of \$3,747.17 and was seconded by McLain. All yes, motion carried.

Committee Report(s): None

Director's Report:

Program attendance continues to be good. A Square terminal was purchased to take credit card payments. An ARPA purchase was made for the Anime and TV DVD, and quotes are being updated for a security camera system and additional chairs for the community room. The township has paid the invoice for the AWE computer in the Children's section and the process seems to be working well. Contact was made with the Fire and Police and Dorr Business Association to take part in the community-focused programs this summer. (A suggestion was made to also contact the Gun Lake Tribe as well) An agreement was reached with Junior Literature Guild to subscribe another year for a 10% discount, however future subscriptions are uncertain. Hoopla usage was up about 50% over the average for the past year and higher than it has ever been in January. Budget is up to date. Director Babbitt will attend the Township budget workshop and request an additional \$10,000 for the library appropriation. Lexi's Melted Crayon and Resin Jewelry class got a shoutout on the Programming Librarian Facebook Group! He attended the Library Cooperative and Advisory Board Meeting. Jadelyn Hoton has been volunteering, and will continue for a few more weeks. Babbitt intends to perform reviews with his Assistant Director soon. The library was closed on Friday January 27, Thursday February 16 and Friday February 17.

Committee Report:

None

NEW BUSINESS:

- 1. Discussion and approval of RFP for Cleaning Services :** The Board discussed the RFP for cleaning services and allowed the Director to obtain the proposals and present them to them when he received them.
- 2. Discussion of Request For Increase in Township Appropriation:** Director Babbitt feels that there is justification for the increase and will attend the Township budget workshop and request an additional \$10,000 for the library appropriation.

OLD BUSINESS

- 1. Discussion of FYE 2024 Budget Draft:** The Board suggested some revisions to the draft of the budget
- 2. Update on Personnel Policy Manual:** An update was given on the Personnel Policy Manual
- 3. Discussion and approval of Financial Policies:** Dykhuis made a motion to approve the Financial Policies and was seconded by Brooks. All yes, motion carried.

Township Board Meeting: January 23, 2023, at 7:00 p.m. The Director is planning to attend.

Adjournment: McLain motioned to adjourn at 7:37 p.m., and was seconded by Brooks. All yes, motion carried.

Next regular meeting: February 20, 2023, at 6:30 p.m.

Submitted by Carrie Brooks