

# DORR TOWNSHIP LIBRARY

## BOARD OF TRUSTEES

### MEETING

Dorr Township Library

Date: June 13, 2016

6:30 P.M.

### MINUTES

Meeting was called to order at 6:35pm by Peggy Otto, President.

Pledge of Allegiance: Was said.

Roll Call: Present- Tara Reece, Peggy Otto, Rachel Vote, Barb Gibson, Louis Harnish. Absent- Ken Huizinga. Natalie Bazan, Library Director, was also present. 1 visitor.

Approval of the Agenda: Bazan amended the agenda to reflect a discussion by Brian Boot, Dorr Township Clerk and a New Business item to elect a new Secretary. Vote motioned to approve the amended agenda, seconded by Gibson. All yes, motion carried.

Approval of the Minutes: Motioned to approve the May 2016 Minutes by Vote, seconded by Huizinga. All yes, motion carried.

Treasurer's Report: Reece motioned to receive and file the May 2016 Treasurer's report, seconded by Vote. All yes, motion carried. Gibson motioned, seconded by Vote, to pay the May 2016 credit card bill in the amount of \$1440.36. All yes, motion carried.

Public Comment: Boot presented some additional information about the Dorr Township Board and to commend us for our service.

Director's Report: Bazan 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. Bazan was also selected as the Lyon's Citizen of the Year for 2016.

Township Board Meeting: The next meeting is June 30, 2016. Otto will attend this meeting. Otto attended the previous meeting and provided a 3-minute summary of current events and programming.

Committee Reports: Personnel committee will meet later this week to address an employee concern.

#### OLD BUSINESS:

1. Gale Courses: There is a meeting regarding this program on Wednesday, June 15th.
2. Ancestry.com: This program will begin in July. Patrons will have access to this program while in the library.
3. Carpet Replacement Plan: We received the bid for the carpet. The total bid was \$25,450. Discussed this as an option for us given the financial obligation. Bazan would like to submit a proposal to the Township to determine if they would be able to contribute monetarily to this project. This item is Tabled until next month.
4. Reece Resignation: As submitted in the previous month's Minutes, Reece will resign from this Board effective today at 8pm.

#### NEW BUSINESS:

1. Policy Manual Updates and Proposed Changes: Bazan presented proposed changes to the Pest Policy, Competitive Bidding Policy, Travel Policy, and Fines Policy. The Board discussed these in turn. Vote motioned to approve all proposed changes to Policy and Personnel Policy, seconded by Gibson. All yes, motion carried.
2. RFP for weekly cleaning services: Bazan presented a Request for Proposal (RFP) for library cleaning. It would be for a 1-year contract. All bids are due July 8, 2016.
3. Advertising for Library Board member: The open Board position will be advertised from June 14-28th with interviews taking place at the July 11th Board meeting.
4. Staff team building day: This will be held after the Summer Reading Program finishes. This will be held on September 2, 2016 and the staff will be going to make gelato and for lunch in downtown Grand Rapids.
5. Election of new Dorr Township Library Board Secretary: Given the resignation of Reece, the Board discussed a replacement for this position. Otto motioned to elect Vote as Secretary, seconded by Gibson. All yes, motion carried.

Adjournment: Reece motioned, Vote seconded to adjourn at 7:45pm. All yes.

Next regular meeting: June 13, 2016 at 6:30 p.m. at the library.

Submitted by Tara Cornelius-Reece