

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
Dorr Township Library
Date: June 15,, 2020
7:00 P.M.**

MINUTES

Meeting was called to order at 7:06 pm by Rachel Vote, President.

Pledge of Allegiance: Was said.

Roll Call: Present- Rachel Vote, Carrie Brooks, Marcia Brock, Sara Rydman, Tara McMillin, Lindsey Fitzsimmons **Absent-** None. Elyshia Hoekstra, Library Director, was also present. 2 visitors (Zoom).

Approval of the Agenda: Vote motioned to approve the agenda, seconded by McMillin. All yes, motion carried.

Approval of the Minutes: Vote motioned to approve the May 18, 2020 minutes, seconded by Rydman. All yes, motion carried.

Treasurer's Report: Treasurer Treasurer McMillin reported that she and Brooks met with Hoekstra to discuss the accounts and how bills were paid. In the meeting an agreement was made that Hoekstra put together a binder, beginning April 2020, to include the bank statement, credit card statement, and the reconciliation sheet, McMillin had questions about some of the Amazon charges on the credit card bill. The description on the bill did not specifically indicate what the purchases were. She requested that going forward more information would be included with the credit card bill to indicate what the actual purchases were. McMillin motioned, seconded by Vote, to pay the May 2020 credit card bill in the amount of \$2,693.58. All yes, motion carried.

Public Comment: Question from Zoom visitor - What is the interest rate for the credit card? The answer was 13.24%.

Rydman read the definition of the word fiduciary and indicated that based on the definition, the Board, the Director and the library staff have the responsibility to make the best use of the resources that are available to them. She further stated to us that we share a common goal to see the library succeed and that in order to accomplish this there needed to be trust and communication. Finally, she reminded us that after the challenge of getting the millage passed there needed to be a transparent, clear, and concise understanding of how the library is being run by the Board, Director, Employees to the public.

Director's Report: Hoekstra reported the Read Squared had 51 participants so far for the Summer Reading Program. She indicated that she had purchased some prizes at the Black Friday sales, but was hesitant to approach local businesses as had been done in the past due to the pandemic. She does have \$3,000 budgeted for prizes. The staff is creating a scavenger hunt to include area businesses and they will create coins on the 3D printer to represent the businesses. She is planning on approaching the Fire Department to see if they would be willing to donate some time or do something as a special prize. There have been no check outs, only auto renewals. RB Digital Magazines, Ebooks and Ancestry have seen the most activity. There are more than 30 participants for HOOPLA. There has been very little change in the financials. We are expecting our annual audit in August. Staff has been at the library since June 7. Curbside service began on June 15. She attended a virtual Lakeland meeting June 10 and has a free virtual mini conference this week.

Township Board Meeting: Vote sent a report

OLD BUSINESS:

1. **Reopening to the Public** - The first phase of reopening has started with curbside service. When we open we are allowed 25% capacity, which equates to 44 people, including the staff. Hoekstra is concerned with this number because the number is based on square footage and this is reduced due to the shelves of books. She reached out to the Fire Chief to confirm that 44 people is correct. She hopes to be back to regular hours by the first full week in July..
2. **Budget** - The Library is working with less funds as penal fines have been much less and grace has been extended for late fees. Jen missed PTO payout and Hoekstra will see if Riley was paid out. Audit fees have increased. There was uncertainty as to what has been paid for insurance for the Director. The request was made that insurance amounts for health, vision and dental be separated so that it is clear as to what and how they are being paid.

NEW BUSINESS:

1. **Director Health Insurance** - .A meeting will be set up with Hopkins Library to discuss the division of the insurance cost. Based on what Hopkins agrees to, Dorr proposes that Dorr pays 40%, Hopkins pays 40% and the Director pays 20%.

Adjournment: Vote motioned, Rydman seconded to adjourn at 9:05 pm. All yes. Motion carried.

Next regular meeting: July 20, 2020 at 7:00 p.m. at the library.

Submitted by Carrie Brooks