

DORR TOWNSHIP LIBRARY

BOARD OF TRUSTEES

MEETING

Dorr Township Library

Date: March 9, 2015

6:30 P.M.

MINUTES

Meeting was called to order at 6:32pm by Peggy Otto, President.

Roll Call: Present- Tara Reece, Peggy Otto, Barbara Gibson, Ken Huizinga, Louis Harnish, Rachel Vote. **Absent-** None. Natalie Bazan, Library Director, was also present. 0 visitors.

Approval of the Agenda: Reece motioned to amend the agenda to include Arts Alive! discussion under old business, seconded by Gibson. All yes, motion carried. Reece motioned to approve the agenda, seconded by Gibson. All yes, motion carried.

Approval of the Minutes: Motioned to approve the February 2015 Minutes by Gibson, seconded by Huizinga. All yes, motion carried.

Treasurer's Report: Reece motioned to receive and file the February 2015 Treasurer's report, seconded by Otto. All yes, motion carried. Reece motioned, seconded by Vote, to pay the February 2015 credit card bill in the amount of \$2019.46. All yes, motion carried.

Public Comment: None.

Director's Report: Bazan provided information about library programming and events during the preceding month and upcoming events. She also provided reports on meetings attended, grant applications, building issues, and ongoing library functioning. In February 2015 we circulated 4119 items, which is consistent with what we circulated last February.

Township Board Meeting: The next meeting is March 23, 2015. Otto will attend this meeting. Otto attended the budget planning workshop and Bazan attended the previous meeting and provided a three-minute update on library events and programming.

Committee Reports: There will be a staff meeting on April 11, 2015 at 8:30am.

OLD BUSINESS:

1. **Needs Assessment Questionnaire:** Bazan presented a proposed draft of the Needs Assessment Questionnaire for Board input and feedback. Discussed the utility of providing it in written form and also online. Bazan will continue working on this and formatting it. This will likely roll out in summer.
2. **Survey Monkey:** We will utilize this for the Needs Assessment Questionnaire
3. **FOIA Policy Review:** Discussed the FOIA Policy related to an exemption of the fee schedule for Township Officials. Bazan discussed this with the attorney and he advised that we should not change the FOIA policy to provide an exemption for Township Officials because of the potential for unfair application of fees. Therefore, we are not changing the FOIA policy. Fees for the attorney related to FOIA requests for the last two months was \$697.00.
4. **Arts Alive!:** Discussed if we want to participate in Arts Alive! Vote motioned to participate in Arts Alive!, seconded by Gibson. All yes, motion carried.

NEW BUSINESS:

1. **Logo Competition:** The Board discussed the submissions for the new Dorr Township Library logo competition. We narrowed it down to the top five submissions which will be posted on Facebook for voting for the top entry.
2. **2015/2016 Budget:** Discussed the proposed budget for the 2015/2016 fiscal year. Reece motioned to accept the proposed 2015/2016 fiscal budget, seconded by Gibson. All yes, motion carried.
3. **Security System:** Discussed adding a security system to the library building. Discussed three quotes for security systems. Since it is the Township's building, we would like the Township to cover 50% of the cost of installation. Bazan will discuss this proposal with the Township. Vote motioned to accept the Guardian Security quote contingent on the Township agreeing to pay 50% of the installation cost, seconded by Gibson. All yes, motion carried.

Adjournment: Reece motioned, Vote seconded to adjourn at 7:35pm. All yes.

Next regular meeting: April 13, 2015 at 6:30 p.m. at the library.

Submitted by Tara Cornelius-Reece.