

DORR TOWNSHIP LIBRARY

BOARD OF TRUSTEES

MEETING

Dorr Township Library

Date: May 11, 2015

6:30 P.M.

MINUTES

Meeting was called to order at 6:33pm by Peggy Otto, President.

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

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

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

Treasurer's Report: Reece motioned to receive and file the April 2015 Treasurer's report, seconded by Otto. All yes, motion carried. Otto motioned, seconded by Huizinga, to pay the April 2015 credit card bill in the amount of \$4372.62. 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 April 2015 we circulated approximately 4200 items, which is comparable with what we circulated last April.

Township Board Meeting: The next meeting is May 25, 2015. Otto will attend this meeting. Otto 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 each Saturday prior to the monthly Board meeting. The last meeting was May 9, 2015.

OLD BUSINESS:

1. **Needs Assessment Questionnaire:** Bazan presented the final draft of the Needs Assessment Questionnaire for Board input and feedback. This will go live in Survey Monkey June 1, 2015.

NEW BUSINESS:

1. **FOIA policy and procedure:** In order to anticipate changes in the FOIA law that will be implemented as of July 1, 2015, the Dorr Township Library FOIA Policy and procedures need to be updated to reflect these changes in the law. Otto motioned to accept the Freedom of Information Act Policy Resolution, seconded by Huizinga. All yes, motion carried. Otto motioned to accept the new FOIA procedures and guidelines effective July 1, 2015, seconded by Gibson. All yes, motion carried. Otto motioned to accept the new FOIA forms as written, seconded by Huizinga. All yes, motion carried.

Adjournment: Reece motioned, Otto seconded to adjourn at 7:29pm. All yes.

Next regular meeting: June 8, 2015 at 6:30 p.m. at the library.

Submitted by Tara Cornelius-Reece