

DORR TOWNSHIP LIBRARY

BOARD OF TRUSTEES

MEETING

Dorr Township Library

Date: May 8, 2017

7:00 P.M.

MINUTES

Meeting was called to order at 7:00 pm by Barb Gibson Vice-President.

Pledge of Allegiance: Was said.

Roll Call: Present- Barb Gibson, Marcia Brock, Sara Rydman, Kristi Lewis, Tara McMillen. Absent - Rachel Vote. Also present - Elyshia Schafer. No visitors.

Approval of the Agenda: Brock motioned to approve the agenda as amended, seconded by McMillen. All yes, motion carried.

Approval of the Minutes: Motioned to approve the April 10, 2016 Minutes by Gibson, seconded by Brock. All yes, motion carried.

Treasurer's Report: Rydman motioned to receive and file the April 10, 2017 Treasurer's report, seconded by Lewis. All yes, motion carried. Interim director Schafer presented April 2017 bank statement and Quickbooks for April 2017. Rydman motioned, seconded by Lewis, to pay the April 2017 credit card bill in the amount of \$574.02. All yes, motion carried. Disputed charges for March 2017 have been credited and new card card issued.

Banking: The Library Director has the power to write/sign checks, make and manage banking decisions and be an account holder.

Public Comment: None.

Director's Report: Interim Director Schafer 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.

The library will be closed Saturday May 27 and Monday May 29, 2017 for the Memorial Day Holiday.

Volunteers: High school volunteer currently assisting.

Zinio will replace Overdrive for access to electronic magazines. Link is on library website and Facebook.

Spring cleaning in progress. Library will offer books for sale in Dorr Community Garage Sale.

Library Director position: Elyshia Schafer has accepted the position of Dorr Library Director. Motion to approve by Gibson and seconded by Brock. All yes, motion carried. This position to begin on May 9, 2017.

Township Board Meeting: The next meeting is May 25, 2017. Rydman will attend this meeting. Vote, Brock and Schafer attended the previous meeting and provided a summary of current events and programming.

Committee Reports: None.

#### OLD BUSINESS:

1. Resolved banking issues.

#### NEW BUSINESS:

1. Copies of Dorr Library Policy Manuel was distributed to all board members attending.
2. .the board will begin to develop a Strategic Plan with S.M.A.R.T. goals..
3. Staff team building day: October 2017 at Otsego District Library. Director requests library to be closed until 4:00 pm for staff to attend. Library will open at 4:00 pm and resume normal hours. Motion carried for library closure and staff to attend training.

Adjournment: Gibson motioned, Brock seconded to adjourn at 7:32 pm. All yes.

Next regular meeting: June 12, 2017 p.m. at the library.

Submitted by Sara Rydman