

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
Dorr Township Library
Date: January 17, 2022
6:30 P.M.**

MINUTES

Meeting was called to order at 6:44 pm

Pledge of Allegiance: Was said.

Roll Call: Present-Carrie Brooks, Brittany Hunter, Michael Rydman, Shana Dykhuis, Jeffrey Babbitt, Director

Absent: Derrick McLain,

Additions to the Agenda: hunter motioned to place FOIA Policy as number 5 under New Business and was seconded by Dykhuis. All yes, motion carried

Approval of the Agenda: Brooks made a motion to accept the agenda with the aforementioned addition and was seconded by Rydman. All yes, motion carried.

Approval of the Minutes: Dykhuis made a motion to accept the minutes from January 17, 2022, and was seconded by Hunter. All yes, motion carried.

Treasurer's Report: Treasurer Dykhuis made a motion to pay the credit card bill in the amount of \$2,322.77, and was seconded by Hunter. All yes, motion carried.

Public Comment: None

Committee Report(s): None

Director's Report:

Manga/Anime Club started with three participants. Social deduction game, "Among Us" was a success, and another is in the works. Apps and Canvas craft workshop is expected to be full. Circulation rates were good. More DVD;s were checked out in the past month than in any other month all year. Ancestry and Mango Languages was very low or non-existent this month. Jeffrey and Reilly are working on marketing. We received a \$10,000 grant, to be received in March, and support Plates 'n' Pages Family Story Night. Another \$4,000 grant was applied for, notification will be given if/when grant is received. Plumbing work was done and the bill given to the Library, which is in the process of going to the Township. Ants were found and treated. It is possible that the cement floor may need to be resealed. Allegan County CMH Director and County Commissioner met with Jeffrey to discuss what role the Library could play to assist their work. Jeffrey attended the Township Board Meeting. Trustee Tuinstra requested information from Jeffrey, including wage and salary information. Looking at FOIA requirements. Jeffrey attended a webinar "Transitioning to Libby", as Overdrive will no longer be available after the end of this year.

Committee Report:

The Personnel Committee met to discuss the Director's 90 day evaluation as well as wages for the new budget year. Trustee Vice President Hunter will meet with Jeffrey Personally to deliver the evaluation. Her intent is to interview staff and speak further with Jeffrey before presenting the evaluation.

NEW BUSINESS:

1. **Agreement with Salen Township Library** - Brooks motioned for our Director to sign the Agreement submitted by the Director at Salem Township Library, to allow pick ups, and was seconded by Dykhuis. All yes, motion carried.
2. **Formally changing Principal Officer in Quickbooks:** Hunter motioned to designate Jeffrey Babbitt, Director, as the Principal Officer in Quickbooks, and was seconded by Brooks. All yes, motion carried.
3. **Discussion and approval of changes to Board By-Laws:**
 - a. Fix Quorum Number - Hunter motioned to change the number of Trustees needed to be present for a quorum in the Trustee By-Laws from three to four, and was seconded by Brooks. All yes, motion carried
 - b. 15-minute time limit for individual public commenters - Hunter motioned that individual public comments be limited to five minutes each, and was seconded by Brooks. All yes, motion carried.
 - c. Board Training - To be tabled to look at training options
4. **Discussion of FY2022-23 Budget Draft:** .Budget is currently tentative and has not received full approval as of yet.
5. **FOIA Policy Documents** - Hunter motioned to table for more information and was seconded by Dykhuis. All yes, motion carried.

OLD BUSINESS:

1. **Update on Trustee Candidate open seat** - Brooks reported that she had reached out to a potential candidate, however, they were not interested. It is being listed on the Library web page as well as Social Media outlets.
2. **Addition of language to Policies & Procedures and Board By-Laws to transfer access and signature cards to new Directors, Assistant Directors and Board Treasures** - Brooks motioned to add additional language to the Policies & Procedures and the Trustee By-Laws that transfers access and signature cards to new Directors, Assistant Directors and Board Treasures, and was seconded by Dykhuis. All yes, motion carried.
3. **Discussion and approval of raises for library staff** - Hunter motioned to raise library staff wages a minimum of 6%, and was seconded by Dykhuis. All yes, motion carried.

Township Board Meeting: February 24, 2022, at 7:00 p.m., with a budget workshop beginning at 6:00 p.m. Director Babbitt is planning to attend. Hunter and Dykhuis are also tentatively planning to attend.

Adjournment: Dykhuis motioned to adjourn at 8:32 pm, and was seconded by Hunter. All yes, motion carried.

Next regular meeting: March 21, 2022, at 6:30 p.m.

Submitted by Carrie Brooks