

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
Dorr Township Library
Date: July 19, 2021
6:00 P.M.**

MINUTES

Meeting was called to order at 6:05 pm

Pledge of Allegiance: Was said.

Roll Call: Present- Michael Rydman, Derrick McLain, Carrie Brooks, Samantha Oswald, Brittany Hunter, Reilly Brower, Interim Director
Absent - Lindsey Fitzsimmons

Approval of the Agenda: Oswald made a motion to accept the agenda with additions and was seconded by McLain. All yes, motion carried.

Approval of the Minutes: Oswald made a motion to accept the minutes from the June 21, and July 1 special meeting(s), and was seconded by McLain. All yes, motion carried.

Treasurer's Report: Treasurer Rydman made a motion to pay the credit card bill in the amount of \$2,221.75 and was seconded by Brooks. All yes, motion carried.

Public Comment: None

Committee Report: Director Update - The Personnel Committee reported that only one additional resume had been received. The Committee will choose a time when they can all meet to review the resumes.

Director's Report:

Karen (new hire) is doing very well with storytime. The Summer Reading Program had 83 people sign up and 29 are anticipated to finish. The program will finish with a Harry Potter Birthday Party.

Paws with a cause had an ok turn out, Brower indicated that she hoped that they would do this again in the future.

Brower has been able to obtain better, more precise stats from Hoopla, which she will continue to provide.

The library was audited on Friday, July 16.

The library received two donations, one for \$500 and one for \$100. The \$500 donation was to be spent on large print books as indicated by the giver. The \$100 donation was used to purchase children's books.

Andrea Estelle, Director of Otsego District Library received a grant from Perrigo and graciously split the money with every library in Allegan county. The portion given to Dorr was \$916, which was used to purchase Vox books.

Technology fees have been prepaid for the entire year. Brower spoke with the technology experts about the "life expectancy" of our current technology. She was informed that we will need to upgrade the patron computers, followed by the staff computers. They also indicated that within the next few years Microsoft will be introducing Windows 11 and that we should not upgrade until this has been released as current computers aren't compatible with it. The technology people can also install cameras.

Staff vacations are coming up.

Lakeland is looking into a program called Patron Point. This program will allow new patrons to apply for and receive a new card online and current patrons to renew their card online as well. There may be a cost associated with use of the program and the hope is that it will be incorporated into the quarterly dues. A decision will need to be made as to whether we will charge non-residents a fee for using our library.

NEW BUSINESS:

1. **Trustee Resignation** - Trustee/Treasurer Lindsey Fitzsimmons presented the Board with her resignation. Oswald made a motion to accept Fitzsimmons resignation, and was seconded by Rydman. All yes, motion carried
Oswald made a motion to appoint Brittany Hunter as the Treasurer, and was seconded by Brooks. All yes, motion carried
Oswald made a motion to remove Fitzsimmons from the bank account, and was seconded by McLain. All yes, motion carried
Oswald made a motion to add Hunter to the bank account, and was seconded by Brooks. All yes, motion carried
2. **Board Training with Shirley Buursma**- Shirley wanted to guide the Board through the steps required for hiring a new Director. She indicated that the first step is for the Personnel Committee to meet and review applications with the goal of narrowing them down to two or three at most. This will be done by comparing their experience with the job description and checking references. Next, the Personnel Committee will work with the rest of the Board to schedule a special, open meeting to discuss the applicants and interview them. The Board has the choice to table the decision until another open meeting or extend an offer that night. If the Board is not satisfied with any of the applicants, another posting can be done.
Additional items

Shirley indicated that if we make an offer to someone who has health coverage from another source, we could offer additional income in lieu of an insurance stipend.

Shirley thought that it is important to “sell” the benefits of the Dorr library and the community and tell about the Friends group that will help support them.

Shirley also indicated that if there are public attendees at the interview, they can sit and observe, but cannot ask questions or have input. Also, they must attend in person, no electronic meeting will be offered.

Township Board Meeting: July 29, 2021, at 7:00 p.m. Brower will send an email on behalf of the library.

Adjournment: Oswald motioned to adjourn at 7:24 pm, and was seconded by McLain. . All yes. Motion carried.

Next regular meeting: August 16, 2021 at 6:00 p.m.

Submitted by Carrie Brooks