

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

MINUTES

Meeting was called to order at 6:30 pm

Pledge of Allegiance: Was said.

Roll Call: Present-Carrie Brooks, Michael Rydman, Brittany Hunter, Derrick McLain, Shana Dykhuis, Bruce Bendull, Jeffrey Babbitt

Absent: None

Additions to the Agenda: Add a discussion of the December meeting date to new business.

Public Comment: None

Approval of the Agenda: Dykhuis made a motion to approve the agenda with the addition, and was seconded by McLain. All yes, motion carried.

Approval of the Minutes: McLain made a motion to accept the minutes from September 19, 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 \$2,600.91, and was seconded by Brooks. All yes, motion carried.

Committee Report(s): None

Director's Report:

Program attendance continues to be strong and the cap needed to be raised to 20 for several of the programs in the past few weeks. popular programs to 20. The budget is up to date. The Director attended many meetings and trainings including Preparing yourself for YA book challenges, Library Advocacy and Fundin Conference, the Dorr Township Board meeting, Allegan County Library Association, Lakeland Strategic Planning Summit. He had many interesting take-aways from the various meetings that will be beneficial to the way the library is run and relates to the community. The library was open for a program on October 10, Indigenous Peoples/Columbus Day, however it was closed for business.

Committee Report:

1. **Personnel Committee: Update on Director 1-year review:** It is planned for January to keep all the reviews consistent

NEW BUSINESS:

1. **Update on Request for Township ARPA Funds:** The Director provided a brief update.
2. **Review of FYE 2022 Audit:** The Board reviewed the audit. It was consistent with past audits with no surprises.
3. **Discussion of Director's Mid-Year Fiscal Health Report and Financial Forecast:** Some of the areas of note were cleaning services on payroll, moving money from savings to other accounts where it would earn more, planning for wage increases, Strategic Planning process,
4. **Discussion and approval of Financial Policies:** There is no current policy. There was a question as to whether the library could have a credit card as opposed to a debit card. We do need to get a debit card. Hunter motioned to table the Financial Policy to gain more information and was seconded by McLain. All yes, motion carried.
5. **Discussion and approval of revision to Collection Development Policy:** Policy was discussed and some minor changes were made to the policy itself, and the Request for Consideration form was not to be changed with the exception of adding a signature/date line to it. Brooks made a motion to accept the policies and form with the changes and was seconded by Dykhuis. Five-yes, 1-abstain, motion carried.
6. **Discuss December meeting date:** The date of the meeting always falls the same week as Christmas. Historically it has been difficult to have a quorum present to hold a meeting. It was suggested that the December meeting be changed to the second Monday of the month, this year and going forward. Brooks motioned to move the December meeting to the second Monday this year and going forward and was seconded by McLain. All yes, motion carried.

OLD BUSINESS:

Discussion of Medema Consulting for Strategic Planning: The Director further reviewed the bid and focus groups were not included

in the Strategic Planning Proposal. The bid was amended to include this cost which added an additional \$3,000 to the cost. The Board looked at potential ways that this cost could be lowered. The Director was going to discuss options with Medema.

Township Board Meeting: October 27, 2022, at 7:00 p.m. The Director is planning to attend.

Adjournment: McLain motioned to adjourn at 7:54 p.m., and was seconded by Hunter. All yes, motion carried.

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

Submitted by Carrie Brooks