

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
Dorr Township Library
Date: January 16, 2023
6:30 P.M.**

MINUTES

Meeting was called to order at 6:32 pm

Pledge of Allegiance: Was said.

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

Absent: Michael Rydman

Additions to the Agenda: Dykhuis motioned to move the one item in old business to the new business section after number 7, and was seconded by McLain. All yes, motion carried

Public Comment: None

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

Approval of the Minutes: Dykhuis made a motion to accept the minutes from November 21, 2022, with the correction of correcting the closure dates, and was seconded by Hunter. All yes, motion carried.

Treasurer's Report: Treasurer Dykhuis made a motion to pay the November credit card bill in the amount of \$2,699.54 and the December credit card bill in the amount of \$2,902.39, and was seconded by Brooks. All yes, motion carried.

Committee Report(s): None

Director's Report:

Program attendance continues to be good. Fifty patrons went on the bus trip to Chicago. The Friends Winter Bazaar had 26 vendors and approximately 100 customers. Luke Lenhart and his Green Valley Boys performed a Christmas concert on December 8, and they have been scheduled for next year as well. A new AWE computer was placed in the children's area replacing the antiquated system that was there. Year end tax paperwork has been filed. Strategic Planning contract has been signed. Statistics are down slightly for the month. The budget is up to date and drafting of FY 2024 has begun. We have been cleared to begin ARPA purchases. Per the Township Clerk, each invoice from the Library will need the Director's signature and that of one Board member or approval by the Board as reflected in the notes. ARPA fund purchases can begin. Per the Township Clerk, eac invoice from the Library will need the Director's signature and one Board member signature, or approval by the Board as reflected in the notes. Minor repairs have been done by maintenance in several areas. Attended parts of the Rural Library Network Summit on December 7 and 8. There were no volunteers this month. The Library was closed on November 24-26, December 24-26 and 31, as well as January 2, 2023. The library closed at 4 PM on December 22 and remained closed on December 23, due to the weather.

Committee Report:

None

NEW BUSINESS:

1. **Election of New Officers for 2023:** Hunter nominated Bendull for Vice-President and was seconded by Dykhuis. All yes, motion carried. McLain motioned that all other positions remained the same and was seconded by Brooks. All yes, motion carried.
2. **Approval of meeting dates for 2023:** Dykhuis motioned to approve the following meeting dates for 2023; January 16, February 20, March 20, April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 20, December 11, and was seconded by Brooks. All yes, motion carried
3. **Discussion and approval of wage increases to comply with potential Minimum Wage Increase in February:** Dykhuis motioned to table approval until we have more information and was seconded by Hunter. All yes, motion carried.
4. **Discussion and approval of Personnel Policy Manual:** Brooks motioned to table for attorney review and was seconded by Dykhuis. All yes, motion carried.
5. **Discussion of FY 2024 Budget Draft:** The Board reviewed the draft and made some recommendations and needed more information from items tabled earlier in the meeting.

6. **Discussion and approval of a procedure to approve ARPA fund purchases for Township payment:** A motion was made by McLain and seconded by Hunter that the Director and Board President signature's would be used to approve ARPA purchases. All yes, motion carried. Director Babbitt intends to do a presentation of the Library's needs at the Township budget workshop.
7. **Discussion and approval of Internet Use Policy revision:** Brooks motioned to approve the revised Internet Use Policy and was seconded by McLain. All yes, motion carried.
8. **Closed Session to discuss attorney's written opinion:** at 7:28 PM, the meeting moved to a closed session for Attorney's confidential written opinion. Dykhuis motioned to move back to open session at 7:57 PM and was seconded by McLain. All yes, motion carried.

OLD BUSINESS:

Moved to number 7 in New Business

Township Board Meeting: January 26, 2023, at 7:00 p.m. The Director is planning to attend.

Adjournment: McLain motioned to adjourn at 7:59 p.m., and was seconded by Brooks. All yes, motion carried.

Next regular meeting: February 20, 2023, at 6:30 p.m.

Submitted by Carrie Brooks