

**DORR TOWNSHIP LIBRARY  
BOARD OF TRUSTEES  
Dorr Township Library  
Date: May 15, 2023  
6:30 P.M.**

**MINUTES**

**Meeting was called to order at 6:30 pm**

**Pledge of Allegiance:** Was said.

**Roll Call: Present-**Carrie Brooks, Bruce Bendell, Derrick McLain, Shana Dykhuis, Michael Rydman, Jeffrey Babbitt

**Absent:** Brittany Hunter

**Additions to the Agenda:** Director Job Description, Resignation of Trustee Board President Derrick McLain

**Public Comment:** None

**Approval of the Agenda:** Dykhuis made a motion to approve the Agenda, and was seconded by Brooks. All yes, motion carried.

**Approval of the Minutes:** McLain made a motion to accept the minutes from April 17, 2023, and was seconded by Rydman. All yes, motion carried.

**Treasurer's Report:** Dykhuis made a motion to pay the April credit card bill in the amount of \$6,603.54 and was seconded by McLain. All yes, motion carried.

**Committee Report(s):** None

**Director's Report:**

May's Storytime theme is Let's Talk About Summer. On April 27, Adam Oster presented a program on the history of Allegan County Poor Farms, there were 24 people in attendance. May the fourth was very successful with 30 children plus parents throughout the library. Everything is in place for a fully functional pop up remote library. Circulation is strong, but dipped slightly, likely due to spring break. Budget is up to date. Coverall began cleaning the first Tuesday in May. There were some technical issues, but the quality of work is very good. The library received 5 new 8' tables. The Director completed training on the circulation desk. Staff was trained on Patron Point digital library card registration service on May 11. He attended the Allegan County Library Assn. meeting in Fennville on April 20, at which time it was determined the county-wide training day would only occur every 3 years, and the next one would be in 2025. On May 1, he met with Carol Dawe about her Strategic Planning services, prior to meeting with Bill Paxton on May 5 to discuss his approach. On May 10, Dorr Elementary Student Council visited, to present a Social Contract they created for the library. There were no volunteers, and no closings this month.

**Committee Report:** None

**NEW BUSINESS:**

1. **Discussion and approval Strategic Planning Consultant :** Mclain motioned to approve Paxton's proposal, but to change some of the timelines, and was seconded by Brooks. All yes, motion carried.
2. **Discussion and approval of new Hiring Policy:** Mclain motioned to approve the new Hiring Policy and was seconded by Dykhuis. All yes, motion carried.
3. **Discussion of Library Director Job Description:** Tabled
4. **Resignation of Trustee Board President Derrick McLain:** Brooks motioned to accept the resignation of Derrick McLain as Trustee Board President and was seconded by Dykhuis. All yes, motion carried.  
McLain motioned to nominate Brooks as President beginning with the June meeting and was seconded by Dykhuis. All yes, motion carried

**OLD BUSINESS**

1. **Discussion and Approval of Volunteer Policy revision:** Brooks motioned to approve the Volunteer Policy revisions and was seconded by Dykhuis. All yes, motion carried.
2. **Discussion and Approval of Personnel Policy Manual:** McLain motioned to approve the Personnel Policy Manual and was seconded by Dykhuis. All yes, motion carried.

**Township Board Meeting:** May 18, 2023 at 7:00 p.m. Director Babbitt is scheduled to attend.

**Adjournment:** Brooks motioned to adjourn at 7:12 p.m., and was seconded by McLain. All yes, motion carried.

**Next regular meeting: June 19, 2023, at 6:30 p.m.**

Submitted by Carrie Brooks