

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
Dorr Township Library
Date: March 18, 2024
6:30 P.M.**

MINUTES

Meeting was called to order at 6:37 pm

Pledge of Allegiance: Was said.

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

Absent: Carrie Brooks

Additions to the Agenda: None.

Public Comment: Public correspondence was received and read from State Representative Rachelle Smit, congratulating the library for being awarded a TAG Team grant.

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

Approval of the Minutes: Hunter made a motion to accept the minutes from November 13, 2023, and was seconded by Bendull. All yes, motion carried.

Treasurer's Report: Dykhuis made a motion to pay the February credit card bill in the amount of \$3,844.96 and was seconded by Bendull. All yes, motion carried.

Committee Report(s): None

Director's Report:

Director reported on successful programs in February, with March's programs being full or nearly full already. Physical material circulation remains steady. Digital circulation is significantly up from last year. The Library Assistant I position has been filled. The director reported on progress regarding several items in the new strategic plan.

Committee Report: None

NEW BUSINESS:

1. **Approval of Letter of Understanding for Siegfried Crandall's FYE 2024 Audit.** Bendull made a motion to approve the Letter of Understanding and was seconded by Hunter. All yes, motion carried. Letter was signed by the Treasurer.
2. **Discussion and approval of changes to Financial Policies.** Dykhuis made a motion to approve the Financial Policies as presented, and was seconded by Bendull. All yes, motion carried.
3. **Discussion and approval of Staff Wages for FYE 2025.** Dykhuis made a motion to accept the Staff Wages for FYE 2025 as proposed, and was seconded by Rydman. All yes, motion carried.
4. **Presentation and discussion of Bill Paxton's recorded material.** Mr. Paxton's final report for the Strategic Planning was viewed.
5. **Approval of Strategic Plan Organizational Components.** Hunter made the motion to approve the Mission Statement, Values Statement, Strategic Identity, Vision Statement, and Strategic Ends as presented and was seconded by Dykhuis. All yes, motion carried.

OLD BUSINESS

1. **Discussion and approval of FYE 2025 Budget.** Hunter made the motion to approve the FYE 2025 budget as presented. Dykhuis seconded. All yes, motion carried.
2. **Discussion and approval of Travel and Reimbursement Policy.** Dykhuis made a motion to approve the Travel and Reimbursement Policy after revising VII.A to read as follows: "Personal vehicles may be used for library business with prior approval from the director." Bendull seconded. All yes, motion carried.

Township Board Meeting: March 21, 2024 at 7:00 p.m. Director Babbitt is scheduled to attend.

Adjournment: Hunter motioned to adjourn at 7:41 p.m., and was seconded by Dykhuis.

Next regular meeting: April 15, 2024, at 6:30 p.m.

Submitted by Brittany Hunter