

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: September 16, 2024 @ 6:30 pm**

MINUTES

Meeting was called to order at 6:30 PM

Pledge of Allegiance: was said.

Roll Call: Present- Jeffrey Babbitt, Bruce Bendull, Shana Dykhuis (Chair), Michael Rydman, Andrea Strong. Absent - Brittany Hunter, Carrie Brooks

Changes to the Agenda: Rydman motioned to approve the agenda. Strong seconded. All yes, motion carried.

Public Comment & Correspondence: None. Two in audience, students on assignment for civics class.

Approval of the Minutes: Dykhuis motioned to approve the minutes from August 19, 2024. Bendull seconded. All yes, motion carried.

Treasurer's Report: Treasurer is completely caught up with financial documents run after QuickBooks glitch resolved. Dykhuis motioned to pay the credit card bill for August in the amount of \$4,565.67. Strong seconded. All yes, motion carried.

Director's Report: Director reported that programs are well-attended in smaller numbers than recently, which is expected after the end of Summer Reading. Large collection of audiobooks from US Senate Library has been cataloged. 1,426 visits in August. Circulation is strong. Hoopla use set record with 303 in August. Library has set restrictions on borrowing to try to contain Hoopla costs. Have begun tote bag promo for Library Card Signup Month. Working to resolve issue with sprinklers. Had a successful Staff Development Day September 5. Director attended several meetings and webinars.

Committee Reports: None.

NEW BUSINESS:

1. Discussion and approval of reduced fee for Megan Vos community Health Classes in Community Room. Dykhuis motioned that Community Room rental be reduced to \$5 per day for Megan Vos. Strong seconded. All yes, Motion carried.

2. Discussion and possible motion regarding the need for changes in Display Policy. Tabled until Brooks returns.

3. Discussion and possible motion regarding guidelines for RFPs and contracts for IT Services. Dykhuis motioned to authorize Director to price and put in place a contract for IT services. Strong seconded. All yes, motion

carried. Board directed Babbitt to research policies and procedures for RFPs and develop something appropriate for the Library.

OLD BUSINESS: None.

Adjournment: Dykhuis motioned to adjourn at 7:05 PM. Bendull seconded. All yes, motion carried.

Township Board Meeting: September 26, 2024 7 pm. Babbitt expects to attend.

Next Regular Meeting: October 21, 2024 at 6:30 pm

