

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
Dorr Township Library
Date:November 16, 2020
7:00 P.M.
VIA ZOOM**

MINUTES

Meeting was called to order at 7:02 pm by Sara Rydman, Vice President.

Pledge of Allegiance: Was said.

Roll Call: Present- Carrie Brooks, from Dorr,, Sara Rydman, from Dorr, Tara McMillan, from Dorr, Samantha Oswald, from Dorr, Lindsey Fitzsimmons, from Dorr **Absent-** . None - Reilly Brower Interim Director was also present. One visitors

Approval of the Agenda: Rydman motioned to approve the agenda with the removal of New Business items 1,2,4 and 8, seconded by Fitzsimmons. All yes, motion carried.

Approval of the Minutes: Rydman motioned to approve the September 21, 2020 minutes with the removal of Rachel Vote being present and Lindsey Fitzsimmons being absent, seconded by Oswald. All yes, motion carried.

Treasurer's Report: Treasurer Rydman motioned, seconded by McMillan, to pay the September, 2020 credit card bill in the amount of \$1,744.32, after a review of the Amazon charges. All yes, motion carried.

Public Comment: Megan Helms, from Dorr Michigan, Library Friends group, indicated that the friends group had money that needed to be dispersed and the group wanted a recommendation as to what the best use for the funds would be. Brower said that stand up signs were needed to better give notice to patrons before entering the library. The Friends Group will probably purchase two - three signs with the money.

Director's Report: Brower reported that story time had been brought inside due to weather and then cancelled due to the new Covid 19 directive. Digital programs will be offered. Numbers are down a little from last year. Curbside has been averaging 5 -6 patrons per day, with Saturday, October 14,2020 having 7. The new sneeze guard has been installed around the library desk and is working well. Goals have been completed. Advertising has taken place on various social media sites. Educational raises are complete and in line with the budget. There were very few changes with Lakeland. Most area libraries are taking various forms of safety measures after the new Covid 19 directive. Some will end at the end of 2020 at a minimum. The library will be closed November 26 - 28 for the Thanksgiving holiday. Contact tracing is a problem for the library as they are not legally allowed to provide personal information of their patrons without written consent.

Township Board Meeting: Rydman will send a written report

Committee Report:

Policy Manual Review: Fines added for mobile hotspots. Considering a scanning fee - the first five pages are free with \$1.00 per page after five. Scan to email - the first 20 pages will be free and \$.05 per page after the first 20. Library Board bylaws will be reviewed after the new Board has been sworn in. Procedures for remote meeting participation will be in effect through December 31, 2020, for any reason. Opening procedure, eliminated 11.F.a, and 3.B.c - PPE will be required. If a patron will not use PPE, they must utilize curbside service.

NEW BUSINESS:

1. **Sixth Trustee Posing** - Bylaws require a newspaper posting. Allegan County news has been used in the past. The cost of the Grand Rapids Press will be investigated. Can we use online classifieds? The ad is to start on Thursday, November 19, and run through the end of business on December 11, 2020. Notice will also be placed on Library webpage and Facebook page. Interviews will be open to the public unless otherwise requested by the candidate. Rydman motioned to approve placing an ad for the vacant trusting posting, seconded by Fitzsimmons. All yes, motion carried
2. **Indeed Posting Payment-** Brower reported that a maximum payment of \$200 was authorized for payment to Indeed. This will be paid in full by the Dorr Library and Hopkins will reimburse half of the payment. McMillan motioned to pay, and was seconded by Rydman. All yes, motion carried
3. **Education Raises** - Education raises were calculated and fell within the budget. Rydman motioned to accept the raises, and was seconded by Fitzsimmons. All yes, motion carried
4. **School District Remote Automatic Library Closure Policy** - Closure - Curbside. Hot spot returns will be set up for curbside return. Improved WIFI to be promoted so that patrons can utilize it as needed. Curbside will continue until January 4, 2021. McMillan motioned for full curbside through January 4, 2021, and was seconded by Oswald. All yes, motion carried.

Adjournment: Rydman motioned, and McMillan seconded to adjourn at 8:44 pm. All yes. Motion carried.

Next regular meeting: **December 21, 2020** at 7:00 p.m. at the library.

Submitted by Carrie Brooks