

**DORR TOWNSHIP LIBRARY  
BOARD OF TRUSTEES  
SPECIAL MEETING  
Dorr Township Library  
Date: June 24, 2020  
7:00 P.M.**

**MINUTES**

**Meeting was called to order at 6:58 pm by Rachel Vote, President.**

**Public Comment:** None.

**Present-** Rachel Vote, Carrie Brooks, Sara Rydman, Tara McMillin, Lindsey Fitzsimmons **Absent-** None. Elyshia Hoekstra, Library Director, was also present. 4 visitors.

**Approval of the Agenda:** Vote motioned to approve the agenda with the addition of the approval of the agenda, seconded by Rydman. All yes, motion carried.

**Annual Director Evaluation:**

The Director was asked if she wanted the meeting to be open or closed. She requested that it be open and reported in the minutes. Vote confirmed with the Director that all accompanying documents would also be public. The Director said she understood.

Vote began by talking about the write up that the Director was given this year prior to the pandemic and closure of the library. The Board became more involved with the operations of the library and shortcomings became more apparent. Vote let the Director know she had the opportunity to respond to each evaluation section verbally during the meeting and in writing after the meeting.

**1. Preparing and Managing the Budget - Ranking 2.1**

The Director has made the budget more readable. However, there are more adjustments made to the budget than are allowed. Budget training was highly recommended. A guest from Lakeland Cooperative asked if she could comment. She said that she had been trained that these adjustments need to be done more often to remain current. She suggested that the Board may need more training as we all need to have a better understanding. The Board committed to look into this.

**2. Managing the Staff - Ranking 2.0**

There has been a strained relationship between the Director and the library Board, which has now reached down to other staff members. There was an incident that happened between a staff member and a patron and no response or resolution to this was given to the Board. The Board made a formal request in October 2019 to begin cross training the staff and that she provide this training. To date this training has not begun. A matrix was provided by the director with staff skills. The director was told the matrix was not an acceptable training plan. A guest asked why this was necessary as this would divide their focus and make them less effective. Vote responded that it would allow for someone who is trained to be able to fill in if a scheduled staff member could not come to work.

**3. Community and Professional Responsibilities - Ranking 2.92**

The Director has improved the website a lot. She sits on many committees, one being a special committee withing the Lakeland Cooperative. She did an excellent job working with the millage. Vote encouraged the Director to brag more about herself, we want to celebrate with her, but we can't if we don't know.

**4. Materials and Collection Development - Ranking 2.675**

Vote acknowledged the Director for advocating to bring the collection current after the millage. It was noted that we don't proactively purchase things for youth unless there is a request. The Director acknowledged this and said this was something she was already working on.

**5. Implementation of Board Decisions - Ranking 1.8**

Vote said that there seems to be a disconnect between the Board, the Director, and the staff. When questions are asked the Board does not feel like they are getting full answers. Errors continue to happen. The Director acknowledges that a mistake has happened and apologizes, however no changes are made. The Director stated that she feels like strategic planning would be a great way to progress with this. Community suggestions would also be included with the strategic plan. Push back has been given when the Board gives a directive. An example of this was when a mailing went out with errors and the Board said that all public mailings needed to be inspected and approved by at least 2 Board members. Another mailing went out without approval and there were errors which were commented on by the public.

6. **Use of the Library - Ranking 2.9**

The Director communicates changes with the Board very well. She has talked about producing instructional materials to help the patrons to better understand the services that the library offers and how to use them. The Board has not seen these.

7. **Selection and Utilization of Staff - Ranking 2.6**

Vote acknowledged that the budget cuts hurt everyone and they worked through it very well. She stated that the Board would like to see data to back up decisions. When layoffs were made, we kept a sub. However when we were able to bring staff back, the positions should have been posted as new positions and treated as such. This was not done. The Board acknowledged that this may not have been communicated as well as it could have been.

8. **Maintenance and Construction of Building - Ranking 3**

The library is always neat and clean. Things seem to flow very smoothly. Maintenance has not been as good as it has been in the past. In part this is due to the township hiring a new maintenance person. The Director said this had been a problem but she has worked it out.

9. **Establish Priorities - Ranking 2.2**

The priority became the millage out of necessity. Vote suggested creating and working on goals corporately. She also talked about strategic planning which had already been brought up by the Director. Vote also said that the Director needs to learn to delegate more.

Because the Director had already been written up in February and there are many areas of concern in her evaluation she is being placed on a ninety (90) day probation. Vote asked the Director if she would like to move to a closed session. The Director declined to move to a closed session. Vote read the probation letter aloud per the Director's request.

Changes to occur the week of July 6 include the Directors hours will be Tuesday and Thursday hours will be 9:00 a.m. - 7:00 p.m. and the remaining five hours worked on Fridays will change to Saturday.

Changes will be made and forwarded to the Director within 24 hours.

**Adjournment:** Vote motioned, Rydman seconded to adjourn at 7:55 pm. All yes. Motion carried.

Submitted by Carrie Brooks