

**DORR TOWNSHIP LIBRARY  
BOARD OF TRUSTEES  
Dorr Township Library  
Date:October 29, 2020  
6:00 P.M.  
SPECIAL MEETING**

**MINUTES**

**Meeting was called to order at 6:00 pm by Sara Rydman, Vice President.**

**Pledge of Allegiance:** Was said.

**Roll Call: Present-** Lindsey Fitzsimmons joined virtually from Dorr, MI, Carrie Brooks, Sara Rydman, Tara McMillin, Samantha Oswald, Elyshia Hoekstra, Library Director, Reilly Brower, Assistant Director was also present. Three visitors, two of whom were virtual

**Approval of the Agenda:** Fitzsimmons motioned to approve the agenda, seconded by Oswald. All yes, motion carried.

**NEW BUSINESS:**

1. **Directors Resignation-** Director Hoekstra submitted her resignation. Rydman motioned to accept the resignation, seconded by McMillan. All yes, motion carried
2. **Interim Director** - Hoekstra and Rydman both recommended selecting Assistant Director Reilly Brower to be the Interim Director. Brower will give up her current Wednesday hours. She feels she will be able to maintain her current duties with the addition of the administrative duties that will be needed as the Interim Director. She ensured the Board that she was comfortable administrating duties as needed. Brower indicated that she was comfortable performing the additional duties through the end of December. Rydman motioned to approve Brower as the Interim Director, seconded by Oswald. All yes, motion carried
3. **Interim Director Wage-** Brower indicated that her current wage was \$10.74/hour and that she advocated to stay at that rate. The Board agreed that with the additional responsibilities she should be given an increase to cover the time she performs the Interim Director duties and transitions in the new Director. The Board agreed on a wage of \$18/hour up to 25 hours. Over 25 hours will require Board approval. Rydman motioned to increase Brower's wage to \$18/hour for 22 - 25 hours/week, with additional hours requiring Board approval through December 31, 2020 and through the transition of the new Director. Seconded by McMillan. All yes, motion carried.
4. **Hiring Committee** - Hoekstra suggested that the two libraries stay together with one Director. She indicated that it would look more attractive to a potential Director to have a full time position. Brooks, Brower and Fitzsimmons volunteered to be on the Hiring Committee. Hoekstra indicated that Hopkins would be meeting and choosing a committee as well and they would contact the volunteers from Dorr. Rydman motioned to appoint Brooks, Brower and Fitzsimmons to the hiring committee, seconded by Oswald. All yes, motion carried.
5. **Job Posting** - The population of Dorr places them into a category that requires a higher education level than Hopkins. It was also brought to the Boards attention that if the population in Dorr surpasses a certain population (which they are on target to achieve), their library will require that the Director have a Master's degree. Hoekstra strongly recommended that we require a Master's degree for the position. She also indicated that Hopkins was aware that Dorr's Director required a higher level of education and were on board with hiring to accommodate that. Hoekstra indicated that most Director's positions are salaried and that it may be good to work with Hopkins to come up with a salary amount. The Board was provided a past job description for the Director. There are some items that are required for the position and others that are preferred. The Board agreed that the requirements should remain the same with the addition of Quickbooks, and attend and represent libraries at the cooperative meetings, local county library association meetings, and state library meetings. They wanted the preferred items to remain the same with the addition of flexibility and multitasking, and current library technology and trends. Benefits of PTO, paid holidays, insurance and a salary range should also be included. The goal is to have an accepted offer by the December Board Meeting. McMillan motioned to accept the requirements and preferences for the job description and was seconded by Oswald. All yes, motion carried.

There was also discussion that Hoekstra's name would need to be removed from the library checking account and that someone else would need to be added until a new Director is hired.

**Adjournment:** Fitzsimmons motioned, McMillan seconded to adjourn at 7:34 pm. All yes. Motion carried.

**Next regular meeting: November 16, 2020** at 7:00 p.m. at the library.

Submitted by Carrie Brooks