

**DORR TOWNSHIP LIBRARY  
BOARD OF TRUSTEES  
Dorr Township Library  
Date:October 19, 2020  
7:00 P.M.**

**MINUTES**

**Meeting was called to order at 7:00 pm by Sara Rydman, Vice President.**

**Pledge of Allegiance:** Was said.

**Roll Call: Present-** Carrie Brooks, Sara Rydman, Tara McMillin, Samantha Oswald **Absent-** Rachel Vote. Elyshia Hoekstra, Library Director, Reilly Brower, Assistant Director was also present. Two visitors

**Approval of the Agenda:** Rydman motioned to approve the agenda with the addition of a line item, seconded by McMillan. All yes, motion carried.

**Approval of the Minutes:** Rydman motioned to approve the September 21, 2020 minutes, seconded by Fitzsimmons. All yes, motion carried.

**Treasurer's Report: Treasurer** McMillin motioned, seconded by Rydman, to pay the September, 2020 credit card bill in the amount of \$2,126.68 All yes, motion carried.

**Public Comment:** None

**Director's Report:** Hoekstra reported the first storytime and first program were rained out. Storytime will be held inside with distance. Crafts will be switched to take and make. Crafts are not going as well as expected. Staff is looking at alternatives for improvement. An activities packet will be included with storytime. Statistics are very similar to last month - a slow start. Ancestry use has increased over last year. Books are close to last year's numbers. More magazines have been checked out this year over last. HOOPLA showed an increase of 49 times more ebooks and eight times more audio books. Overdrive and Libby added over 2,000 additional books RB digital is moving to Overdrive/Libby, pricing to be honored for the next year. Overdrive installed the new WIFI access points inside and outside the library. The outside access point was powerful and all of the parking lot should be able to access the WIFI easily. Overdrive also finished connecting the fax machine. The bill will show in October. An audit deficiency letter was received. This is an annual issue because of the dates that funding from the township is actually received. Hoekstra attended two Lakeland meetings by Zoom. In the first meeting new officer elections took place and there was some budget discussion. It was also reported that the Jamestown library got new childrens furniture. In the second meeting it was decided that fine forgiveness would be extended through December 31, 2020. Hoekstra asked if we too wanted to follow their lead. Rydman motioned to add a line item to new business to discuss fine forgiveness, seconded by Oswald, all yes, motion carried. Bibliocore to continue. The library will continue to abide by the guidelines put in place by the Governor (prior to being overturned) in an effort to keep both patrons and staff safe. Trustee training will be available during regular work hours, making it difficult for many to attend. It was questioned as whether or not it will be available in another form that can be accessed at any time.

**Township Board Meeting:** Rydman will send a written report for the October 29 meeting

**Committee Report:**

**Policy Manual Review: Circulation** Identification could include items with name and address such as a utility bill. The policy was updated to mirror the Lakeland policy. An outdated section was removed. We have an agreement with KDL for cross checking out books, however, the way the returns work is complicated and may make some patrons have a temporary late fee.

**NEW BUSINESS:**

1. **Board Meeting Time Change-** It was decided that if a time change was to occur, it should be after the new Trustees start their term. Hoekstra to confirm when the term for the current Trustees actually ends.
2. **Medical Insurance Quotes-** Hoekstra is in the process of gathering quotes
3. **Staff Reviews** - Hoekstra reported that staff reviews would be completed by the end of next week. She also indicated that this isn't an actual review, but a goal update from February reviews.

**OLD BUSINESS:**

1. **New Hire** - Hoekstra introduced the new Library Assistant, Naomi. She indicated that Naomi seems to be a good fit with the current staff. She will be working Friday for four hours.
2. **Budget Plan** - A strategic plan needs to be completed. We need to look short term and long term and a strategic plan to help with this. To be tabled until the new Trustees begin their term. The audit was included with the packet as well as being added to the website. Rydman made a motion to accept the audit, seconded by Brooks. All yes, motion carried.

Hoekstra presented a letter that was sent from Aric Nesbitt, Michigan State District Senator

**Adjournment:** Rydman motioned,McMillan seconded to adjourn at 8:29 pm. All yes. Motion carried.

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

Submitted by Carrie Brooks