**Fruitport District Library Board of Directors**

**Regular Meeting**

**Wednesday, November 17, 2021**

The meeting was called to order by President R. Dillon at 5:32 p.m.

Present: L. Oldt (via phone), R. Woodward, R. Dillon, B. Overkamp, J. Rule was excused.

The agenda was accepted as presented.

There were no public comments.

**REPORTS**

Secretary’s Report: The minutes from the October meeting were accepted as read.

The minutes from the November 2 special meeting were accepted with one addition. Under discussion of the new position the sentence should read: Following discussion Trustee Woodward made a motion to create the position of Library Programming Coordinator as a full-time **40 hours/week** position…

Treasurer’s Report: Trustee Dillon presented the financial report. Motion by Oldt, seconded by Woodward to pay bills totaling $1,846.58. Motion passed unanimously by rollcall vote.

Library Report: Naz is going to remain with us at least through the end of December to help the new employees. She has done a phenomenal job and is well liked by the public.

We have not received applicants for the newly created position, but will be looking into the possibility that our class 4 library does NOT require 2 employees with the Library Science degree and certification. This might negate the need for this position.

Patricia reported that there have not been any issues with the internet since our last meeting.

She also asked if we could get a new bin for inside the outdoor drop box. The current bin does not fit properly and items frequently fall down the sides. Trustee Dillon will ask Bill Weimer to look into this.

**OLD BUSINESS**

Remembering Mary Weimer and Chuck Koon: After discussion it was decided to table this while we look into possibly purchasing a plaque instead of, or in addition to books. A plaque could honor all who have served on the board and be a more permanent fixture in this or a future library. The fear is that books are not necessarily part of a permanent collection.

Maintenance report: 1. Someone came from Barrett Plumbing and was able to quickly fix the bathroom issue. 2. Bill will call Travis @ Tandem Electric for the light on the sign, the light in the foyer, and the light outside the librarian’s entrance. 3. Bill worked about 7 hours this period, but will turn in those hours for the next meeting. 4. He has put shovels and salt at the entrance in preparation for winter weather.

Board Member terms: Trustee Dillon has prepared letters recommending reappointment to new terms for herself, Trustee Rule and Trustee Overkamp which will run for a period of two years, from Jan 1, 2022 through December 31, 2023. She will send them to the Township and Village respectively. Motion by Oldt, support by Woodward to approve this action. Motion passed unanimously by rollcall vote.

New Library Locations: Trustee Overkamp reported that he has toured the building kitty-corner from the Library (Formerly Dr. Pierce’s office) and is prepared to call an architect or contractor to see what would need to be done to make it usable as a library. Trustee Dillon requested that all board members be able to see inside and determine the feasibility prior to moving on. Trustee Overkamp will schedule another showing. Trustee Dillon also indicated that a former trustee is also interested in participating in this search and decision making.

The board all agreed that the property at the corner of Harvey and Pontaluna was not appropriate due to its location.

Board bonding: Trustee Overkamp spoke with Pyman Insurance agency regarding bonding insurance for the board, as recommended during our recent audit. A $50,000 policy would cost between $100 and $200 per board member per year ($700-$1,400/ year). He will contact other agencies for comparison quotes. Trustee Overkamp also spoke to the village plow person to insure that the driveway AND the sidewalk to the main entrance be plowed when it snows.

Need 2 additional board members: Trustee Dillon will include the new director in this action. She will have him post it on the website, etc. She will also look through past applicants and recent library assistant applicants.

Nametags for employees: This item will be referred to the new director.

NEW BUSINESS

Hiring of new library assistant: Motion by Woodward, support by Oldt to hire Shannon Donley as our new library assistant at $13/hour retroactive to Monday, November 15, 2021. Motion passed unanimously by rollcall vote. Shannon is being trained by Naz and has already begun plans for Story Hours on Tuesdays through December and will begin a music and craft time on Wednesdays. The Board is very pleased that Story Hour will return and are looking forward to seeing how well the music/art hour is received. Trustee Oldt suggested that both Shannon and Matt be introduced on our Website. We will let Matt do this next week when he arrives.

The December meeting will be changed from the regular time to December 8, 2021 with same location and time.

Meeting adjourned at 6:37 p.m.

Respectfully submitted,

Ruth Woodward