**Fruitport District Library Board of Directors**

**Regular Meeting**

**Wednesday, December 8, 2021**

The meeting was called to order by President R. Dillon at 5:34 p.m.

Present: L. Oldt (via phone), R. Woodward, R. Dillon, B. Overkamp, J. Rule. Also in attendance was Director Matt Lubbers-Moore and Patricia Gallagher.

The agenda was accepted as presented.

There were no public comments.

**REPORTS**

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

Treasurer’s Report: Trustee Dillon presented the financial report. Motion by Woodward, seconded by Oldt to pay bills totaling $3,451.11. Motion passed unanimously by rollcall vote.

Library Report: Matt presented his report which included all items he has completed to familiarize himself with the library; training he has completed with Naz & Pat; placing an order with Baker and Taylor; meeting with Lakeland, Library of Michigan and local directors; Completed a grant for chrome books, etc. Beginning December 13 the library will return to 40 hours. He also reported 590 visitors during the month, 85 phone calls, 1 curbside pickup, and 31 patrons using the computer.

Shannon has a number of activities planned for children/families daily during the last week of the month. Matt also noted that as a class IV library we are required to have only one degreed Librarian and one certified level 4 staff. Although Naz has the most seniority, she has indicated that she is seeking employment elsewhere, so Pat will be trained and certified.

The board was very pleased with Matt’s progress and grateful for his very thorough report.

**OLD BUSINESS**

Remembrances for Mary Weimer and Chuck Koon: Matt will order books. There was also discussion regarding the possibility of a perpetual plaque or possibly a wooden book display similar to one presented by Patricia (used by Harbor Springs). Matt will look into this as well.

Maintenance report: Bill Weimer was not present, so no report was given. Patricia thinks she has a solution for the drop box issue and will work to fix that. She will get the library credit card to cover the cost of what she plans to do. Trustee Overkamp will look into finding an electrician to fix our lighting issues.

Board terms: Fruitport Township Board appointed the renewal of terms for Trustee Dillon & Rule to run through December 2023.

New Library Locations: Discussion followed regarding the board’s recent tour of Dr. Pierce’s old office at the corner of Park and Third. Trustee Overkamp indicated that the cost of renovation may be $150-200/square foot. Matt drew up a possible plan for placement of offices, restrooms and circulation desk in the building. Discussion also included the need for full inspections to determine the condition and capacity of the septic system as well as the need to raise the ceiling – possible a peaked roof with exposed duct work. After further discussion a motion was made by Rule, supported by Overkamp that the realtor be asked to approach the family, asking for a reduction of the current price of $265,000 with the understanding that Doc Pierce’s name will appear somewhere in the library (possibly naming the community in his honor).

Board bonding: Trustee Dillon presented information from AP Intego Insurance Group regarding bonding of the board and the director. A yearly premium of $558 would provide $500,000 for up to 10 persons. Trustee Overkamp made a motion, seconded by Woodward to table this until we find out more about fiduciary coverage. Motion passed unanimously by voice vote.

Need 2 additional board members: This search continues.

Nametags for employees: This item has been referred to the new director. Rose will provide him with the name of a local vendor.

NEW BUSINESS

Christmas Gift Cards: Motion by Overkamp, supported by Woodward to purchase gift cards as indicated.

Accounting Services Increase: Forest Accounting has noted that the cost of their services will increase from the current $300/month to $450/month beginning April 1, 2022. Trustee Dillon will contact them and ask them to consider increasing to $400.

New board positions, according to the Bi-Laws of President, Vice-President, Secretary and Treasurer will be appointed at the FDL Board’s January meeting.

Meeting adjourned at 6:52 p.m.

Respectfully submitted,

Ruth Woodward