

Fruitport District Library Board of Directors
Regular Meeting
Wednesday, August 18, 2021

The meeting was called to order by President R. Dillon at 5:37 p.m.

Present: L. Oldt, A. Johnston, J. Rule, R. Woodward, R. Dillon, B. Overkamp arrived late. Also present, Patricia Gallagher, Chuck Koon.

The agenda was approved with the addition of Treasurer's Report under Reports and Staff under Old Business.

Secretary's Report: Minutes from the July 2021 meeting were read. Motion by Oldt, support by Rule to accept the minutes as read. Motion passed.

Library Report: Trustee Dillon reported that Amanda is keeping the website and Facebook page up to date. The "Air Zoo" program was unable to come for the end of Summer Reading but will provide a full refund. A list of prizes/gifts for the program is available at the library and winners should be notified this week.

Treasurer's Report: Trustee Dillon pointed out items under 'Re-Occuring' Invoices – Apparelmater has switched to CLS (Continental Linen Service.) Consumer's bill was higher than usual, most likely due to air-conditioning. There have been some issues with our internet service, but a repairman is scheduled for next week.

Discussion also followed re: the condition of the large windows in the library which appear to be cloudy between the double panes. Trustee Rule will look up the company that may be able to replace them (depending on cost) or determine if there is a way to clean them.

Under Budget vs. Actuals report Trustee Dillon reported that the \$19,902.76 for uncategorized income needs to be moved back to the previous fiscal year. She will see that this is taken care of. Trustee Oldt asked if the report could include the percentage of budget used for each line item. Trustee Dillon will have to enter this information in the Quick Books program when she has a chance.

Motion by Overkamp, support by Woodward to pay bills totaling \$2,819.21. Motion passed unanimously by roll call vote.

OLD BUSINESS

Discussion was held regarding library hours. Trustee Dillon presented the schedule for the remainder of August and September. We will be open all regular day (with one exception on a Saturday of each month) but not necessarily all the same hours. Amanda will see that all hours on posted on the website, Facebook and the front entrance. It was also suggested that she print small sheets listing the hours, which can then be slipped in all checked out material. It was also suggested that the hours be listed on the phone message.

The board feels strongly that when we are back to being fully staffed we should make every attempt to have the library open at the same time every day. (Closing times may vary to include evening hours.)

An update was given on our search for a new director. We have had several applicants, but few possess the necessary degrees and most are from out-of-state. Discussion was held regarding the pros and cons of looking out of state. While it is most desirable to remain in state, we may need to look further.

Trustee Dillon did reach out to the two previous candidates we had considered prior to Lisa, but both declined at this time.

Trustee Dillon also reported that ads have been placed with INDEED and LINKED-IN for the Director's position. The information also appears on our Facebook page and website. The ad was not placed with the Library of Michigan due to the cost, but after further discussion the board agreed that the ad should be placed. Trustee Dillon will see to this.

Trustee Overkamp reported that the awning at the librarian's entrance has received some adjustments and wrinkles seem somewhat improved. Should we need to replace this again in the future, we will contact Muskegon Awning first!

Trustee Dillon explained why our hiring of Montana Scalf did not work out. Consequently, she contacted Rebecca from Ravenna Library to see if she would be willing to return temporarily to help out until we are back to full staff. After some negotiating, Rebecca agreed. Motion by Dillon, support by Overkamp to hire Becca temporarily at the agreed upon conditions. Trustee Dillon will also place ads for a new library assistant.

NEW BUSINESS

Trustee Dillon has asked Erica Huyser to help find suitable books to donate to the library in memory of Mary Weimer. Motion by Woodward, support by Oldt to spend up to \$100 on books. Motion carried by unanimous roll call vote. The board also approved spending \$50-75 for a plant to be taken to Mary's funeral.

Trustee Dillon explained that a resolution from library board to the township board to ~~bring on~~ recommend a new board member to complete Trustee Weimer's term. Motion by Oldt, support by Woodward to recommend that the township appoint Chuck Koons to the library board. Motion passed unanimously by roll call vote.

Meeting adjourned at 7:16 p.m.

Respectfully submitted,
Ruth Woodward