

West Branch District Library
Board of Trustees Meeting
August 31, 2020, 5 p.m

Meeting called to order at 5 p.m by president Michael followed by the pledge of allegiance. Voting members present: K. Michael, T. Barnhart, S. Smith, S. Jennings, director John Sheridan and program director, Lori Rimaldi. Absent: R Taylor, K. Shirey and alternates J Headings. R. Dinse, M. Durfee.

Motion by Barnhart, second by Smith to approve the agenda.

Public Comment: none

Board Minutes: on file. Motion by Jennings, second by Smith to approve minutes of August 3, 2020 All in favor, motion passed.

Bills to Pay: John passed out bills to pay up to August 28 and reviewed with board. Motion by Smith, second by Jennings to pay bills. All in favor, motion carried

Financials: on file. John reviewed several line items. Legal fees are higher than expected because elevator issue with Schlindler has not been resolved. Photocopies line item has typo; John will correct.

Correspondence: none

Old business: none

New business: John reviewed procedure manual; feels that is okay for now. However, the policy manual has not been updated since 2012. Policy committee needs to meet (Taylor, Smith, Jennings, Dinse). First policy to be addressed is guidelines for closing for inclement weather. John will research other policies and report to committee.

Letter to Toni Felice was sent offering her a position as clerk and tech support. Deadline for response is August 31. If no response, John will contact unemployment office to suspend payments

Discussion on rearranging children's area to make room for more shelving. The "playhouse" will be moved and some other adjustments made to allow for wheelchair access. Motion by Michael, second by Smith to remove blue sofas in teen area and replace them with 3 vinyl bean bag chairs. All in favor, motion carried.

John presented a letter requesting that the DDA no longer capture property tax. voted to support the library per Public Acts 505-510 of 2016. We also request that any monies captured after the passing of the millage renewal in August of 2018 be refunded to the library. This letter will be sent to West Branch Twp., Ogemaw Twp, and the City of West Branch which all have DDA's. The letter will also be sent to the County Clerk. Motion by Michael, second by Barnhart to approve and send this letter. All in favor, motion carried.

The Book Nook is overflowing with donations of books; Sue Jennings will look into having a book sale

Plaque is finished for Lorie Levasseur. She will be invited to attend the October meeting to receive it

Directors report: on file

Next meeting is October 5, 2020 at 5 p.m. Adjourned by president Michael at 6:05

Terry Barnhart, acting secretary