

District Library Board of Trustee Meeting

August 26, 2020

I. **Call to Order** – Campbell called meeting to order at 6:30 pm.

Present- Campbell, Plummer, Ridenour, Salgado.

Not Present - Gioia, Spalding, Woods.

Staff Present - Anton

II. **Opening Remarks** – We need to start looking at all of the benefits we offer to make sure they are in line.

III. **Approval of Agenda** – Plummer made a motion to approve the agenda as amended. 2<sup>nd</sup> by Salgado. Motion carried.

*Amendments to Agenda:*

Under New Business add line item E. Ground Maintenance and snow removal.

IV. **Approval of Minutes** – Plummer made a motion to approve the July 22, 2020 minutes. 2<sup>nd</sup> by Salgado. Motion carried.

V. **Call to the public** - None

VI. EctoHR (Human Resource Consulting) presentation – Plummer set it up for Steve Williams to give us a presentation on what his company offers.

A. Plummer made a motion to approve EctoHR to look at policies and procedures at no charge to the library. 2<sup>nd</sup> by Salgado. Motion carried.

B. Campbell formed a committee to help with EctoHR . Campbell, Salgado and Plummer will be on that committee.

C. EctoHR wants to work with 2-3 board members. They will give us an analysis of what we may need at the library. Anton pointed out that most of his services are free through the State of Michigan Library .

**Amended at Oct. 28, 2020 Board meeting:** Remove third sentence from VI. Ecto HR under C. The approximate cost will be about 10,000 to hire them.

**Reason:** Plummer stated that price is usually for corporations.

VII. **Approval of Bills** – Plummer made a motion to approve the bills in the amount of \$54,062.82. 2<sup>nd</sup> by Campbell. Motion carried.

VIII. **Interim Director's Report** - Anton gave a report of last month's activities.

IX. **New Director Committee Report** – Ridenour, Woods and Salgado have been working on finding a hiring consultant from the list that Shannon at Mi. Library recommended. After numerous conversations with the different companies, we decided that John Keister & Associates, LLC was the one we would like to use to find us a new director. He comes highly recommended by all the references that were contacted.

X. **Old Business** – None

XI. **New Business** –

A. **Consulting contract for Director's search-**

Campbell made a motion to hire John Keister & Associates to assist us in finding a new director not to exceed \$20,000. 2<sup>nd</sup> by Ridenour. Motion carried.

B. **Painting of Building** - The outside of building needs to be painted before winter or in the spring. Plummer recommended using Floyd Hughes. Anton will make calls to get at least 3 bids on painting.

C. **Quote from DeLau** – DeLau gave a quote of \$2,443.30 to address everything they found in the last inspection.

Salgado made a motion to hire DeLau to fix and replace items mentioned in the quote after the fire inspection in the amount of \$2,443.30. 2<sup>nd</sup> by Campbell. Motion passed.

E. Ground Maintenance & Snow Removal – Campbell said we need to get quotes on ground maintenance for the library. Campbell asked Anton to call a couple of places to get quotes.

Discussion:

Salgado suggested we put an ad in The News and Views local paper to take bids for ground maintenance, snow removal and painting building. Ridenour agreed . Plummer and Campbell disagreed on ad in the paper.

XII. **Adjournment**- Campbell made a motion to adjourn the meeting at 8:18 pm. 2<sup>nd</sup> by Salgado. Motion carried.

Submitted by:

Terri Ridenour , Secretary

Next Board Meeting

September 23, 2020 at 6:30pm