

Fruitport District Library
Board of Directors Regular Meeting

Wednesday, July 21, 2021

President R. Dillon called the meeting to order at 5:39 p.m. Present: R. Dillon, B. Overkamp, J. Rule, L. Oldt, R. Woodward, and A. Johnston (arrived late). M. Weimer was excused. Also present: new hire, Patricia Gallagher.

Motion by Overkamp; support by Johnston to approve the agenda with the addition of two items under Old Business (The canopy outside the librarian's entrance; Thank you for Erica Huyser) Motion approved unanimously by voice vote.

Patricia Gallagher was introduced to the board and told us a little about herself. She is excited to work in our library.

REPORTS

Outgoing Director, Lisa Harmon did not attend the meeting and did not provide us with a report for this month. At the last meeting the Board accepted Lisa's letter of resignation which she stated she would give two weeks' notice, making July 29, 2021 her last day.

Treasurer's report: Trustee Dillon provided the financial reports. Motion by Johnston; support by Rule to pay bills totaling \$14,435.95. Motion passed unanimously by roll call vote. Trustees Dillon and Johnston will be meeting later this week to look at financials and ensure that all items are coded and paid appropriately in the absence of a Director.

Secretary's report: June minutes were unavailable at this time due to computer/internet issues and Trustee Weimer's accident. Discussion followed regarding Bill Weimer's ability to continue with his position as library maintenance provider during his wife's convalescence. He has assured Trustee Dillon that he will still be able to fulfill his responsibilities.

Minutes from the Special meeting held on June 13, 2021 were read by Trustee Woodward. Motion by Oldt; support by Johnston to accept the minutes as presented. Motion carried unanimously by voice vote.

OLD BUSINESS

Discussion was held regarding the canopy over the librarian's entrance. Although a quote had been accepted from Canvas King in March of 2020, we had not heard anything from them since that time. Because of that, Muskegon Awning was contacted and agreed to complete the job with a down payment of \$465. However, when Muskegon Awning came to do the job, Canvas King had just completed it without notifying anyone that they were coming. Trustee Dillon contacted Muskegon Awning about a refund of our deposit, but they do not want to do that, since materials were ordered, etc. Canvas King has not yet sent an invoice for their work. The general opinion of the board is that the quality of the work is sub-par. Trustee Dillon will contact them and request that they fix it by September 1st.

Discussion was held regarding the resignation of Library Assistant, Erica Huyser. We are all very sad to see her go, and would like to thank her for all she has done for our library. Motion by Oldt; support by Overkamp to purchase a \$100 gift card for Erica. Motion passed unanimously by roll call vote. Trustee Dillon will purchase the gift card and a thank you card for board members to sign.

NEW BUSINESS

Discussion was held regarding the resignation of Director, Lisa Harmon, including items the board recognized as strengths she had brought to this position and issues/areas of weakness. Motion by Woodward; support by Oldt to accept the Director's resignation effective June 29 2021, per her letter. Motion passed unanimously by roll call vote. Trustee Dillon has already spoken to the rest of the staff in an effort to insure the library remains open as scheduled. However, if for some reason Lisa does not work next week, choosing instead to take sick leave, we may have to close. Amanda will insure that any change in hours gets posted on the Library's website and Facebook site.

Erica Huyser will return to train our two new hires. The schedule is: orientation Thursday 7:30-8:30 p.m. Training after hours Tuesday 6:00-8:00 p.m. Training "Live" Friday 2:00-5:00 p.m.

Trustee Dillon will compile an ad to be posted on "Indeed," and will look into also using "Linked-In" and the Library of Michigan. The ad will remain posted until the position is filled.

Trustee Dillon is also working with Staff to set a work schedule for the coming weeks. She has also contacted Rebecca, from Ravenna, to see if she is available to help out, if needed.

Trustee Dillon reported that she offered Erica a number of options for returning to work at our library, but for now, she will only be helping out with the training.

Trustee Dillon will also contact Bill Weimer about getting keys made for the two new staff members.

Motion by Johnston; support by Woodward to adjourn.

Meeting adjourned at 7:49 p.m.

Respectfully submitted,

Ruth Woodward