**HOPKINS DISTRICT LIBRARY**

**Board of Trustees Meeting Minutes**

Tuesday, May 11th, 2021

Hopkins District Library

118 E. Main

Hopkins, MI 49328

**Call to Order** 7:02 pm by President Coon.

**Roll Call:** McKinnon present from Watson Twp., Pawloski present from Hopkins Village, Alberda present from Hopkins Township, Morris present Hopkins Township, Coon present from Monterey, and Brower present from Monterey Twp. Absent – None Hopkins Village and Hopkins Schools still have one vacant seat each.

**Approval of Agenda:**  Motion by McKinnon and supported by Morris to approve the agenda as presented with the addition to add In Person Meetings to Old Business. Role Call Vote – McKinnon – yes, Pawloski – yes, Coon – yes, Brower – yes, Alberda – yes, Morris – yes. Motion carries 6-0.

**Approval of Minutes** Motion by Morris and supported by McKinnon to approve the April 13th Minutes as presented.Role Call Vote – McKinnon – yes, Pawloski – yes, Coon – yes, Brower – yes, Alberda – yes, Morris – yes. Motion carries 6-0.

**Treasurer’s Report/Financial Reports** Motion by Brower supported by Alberda to approve the financial report and pay bills. Role Call Vote – McKinnon – yes, Pawloski – yes, Coon – yes, Brower – yes, Alberda – yes, Morris – yes. Motion carries 6-0.

**Correspondence - None**

**Public Comment - None**

**Director’s Report – Library Director Brinker gave her Director’s report.**

**Old Business** –

Health Insurance Stipend – Discussion was had on changing the Director’s insurance cost sharing to a stipend-based payment. Motion by McKinnon and supported by Pawloski to change to a monthly stipend-based payment in the same annual amount as the previously approved insurance amount.

Library Hours – Motion by Brower supported by Coon to resume the regular library hours beginning the week of May 30th, 2021. Role Call Vote – McKinnon – yes, Pawloski – yes, Coon – yes, Brower – yes, Alberda – yes, Morris – yes. Motion carries 6-0.

Library Board Meetings – Discussion was had on meeting in person or virtually for the next meeting. Motion by McKinnon supported by Brower to have in person meetings with Zoom still available for use. Role Call Vote – McKinnon – yes, Pawloski – yes, Coon – yes, Brower – yes, Alberda – yes, Morris – yes. Motion carries 6-0.

**New Business** –

1. New Hire – Discussion was had on the Library Director’s recommendation to hire Emily Castle as a new library assistant. Motion by Brower supported by McKinnon to approve the immediate hiring of Emily Castle. Role Call Vote – McKinnon – yes, Pawloski – yes, Coon – yes, Brower – yes, Alberda – yes, Morris – yes. Motion carries 6-0.
2. Director’s News – Director Brinker shared with the board that she would be needing to take some leave time beginning near the end of November for personal reasons. Role Call Vote – McKinnon – yes, Pawloski – yes, Coon – yes, Brower – yes, Alberda – yes, Morris – yes. Motion carries 6-0.
3. Volunteers – Discussion was had on creating a volunteer policy for Library volunteers. Motion by Alberda supported by Brower to hold off on accepting any volunteers until Director Brinker can work with attorneys on drafting a volunteer policy to be approved at a later board meeting. Role Call Vote – McKinnon – yes, Pawloski – yes, Coon – yes, Brower – yes, Alberda – yes, Morris – yes. Motion carries 6-0.
4. Director Brinker Extra Hours – Discussion was had on Director Brinker’s extra hours she is working while covering an employee shortage. Motion by Brower supported Alberda to allow Director Brinker to be paid $11.39 per hour while working the additional hours that are above her required hours for her salaried position. Role Call Vote – McKinnon – yes, Pawloski – yes, Coon – yes, Brower – yes, Alberda – yes, Morris – yes. Motion carries 6-0.

**Public Comment – None**

**Board Comment -**  McKinnon advised the Board that Watson Township had made a recommendation to the Hopkins School Board on a potential person to fill in the vacant seat.

**Adjournment** Motion by Coon supported by Morris to adjourn at 8:26 pm**.** Role Call Vote – McKinnon – yes, Pawloski – yes, Coon – yes, Brower – yes, Alberda – yes, Morris – yes. Motion carries 6-0.

**Next Meeting Tuesday, May 11, 2021**