**Leighton Township Library Board Meeting**

January 18, 2021

**MINUTES**

Meeting called to order at 7:00 p.m. via Zoom

**Roll Call**- Michael Mulligan (Leighton Township), Kaylyn Van Harn (Leighton Township), Susan Cotts (Leighton Township), Faith Miedema (Leighton Township), Director Karen McKinnon (Salem Township) Allegan County, Michigan.

Guests: Dick Bultman (Ex-Officio Board Member), Dan Bode and Jay Miedema-TAG, Brock Mellema-FCC (7:51 pm exited meeting)

**Approval of Agenda**- approved as presented by Miedema, 2nd by Van Harn, motion carried.

**Approval of Minutes**-approved as presented by Miedema, 2nd by Van Harn, motion carried.

**Election of Officers**- Miedema made a motion to elect Mulligan as President, Miedema as Vice Chair, Cotts as Treasurer, Van Harn as Secretary, second by Cotts. Motion passes.

Discussion of Building plans-TAG

 Submission made to PCI for Planning Commission Meeting Feb. 10 at 7 pm.

 Retention pond needs clean out and expansion. Civil engineering is the first piece of the project. Discussion of items included in Building Proposal.

**Treasurer’s Report**

* Review of bills paid in November and December-approved by Van Harn, 2nd by Miedema, motion carried.

**Old Business:**

* Discussion of Future Plans and Financing-The Township Lawyer is preparing the loan documents as outlined by United Bank.
* Fundraising-no action taken.
* Planning Commission Approval-submitted for February meeting.
* Two vacant Board seats-read a paragraph of introduction from an interested candidate.

**New Business:**

* TAG Proposal of Services-after revision of design portion, and electrical for existing building the Board is ready to sign the proposal. Motion made by Miedema, 2nd by Van Harn, motion passed.
* 2021-2022 Wage Scenarios-first review.
* 2021-2022-Budget-first review.
* Work from Home Policy-The Covid-19 Preparedness and Response Plan was updated to include a work from home clause as required. Motion to accept the policy by Miedema, 2nd by Van Harn. Motion passed.
* Re-opening to the public. A motion was made to re-open the library building to the public on February 1, and reassess the hours after a few weeks. One 8 pm closing time is still needed on Wednesday. Motion made by Miedema, 2nd by Van Harn, motion passed.

 **Public Comment**

**Adjournment** at 8:38 pm

**Next Meeting February 15, 2021 at 7 p.m.**