

SPECIAL BOARD OF TRUSTEES MEETING
RE: Personnel Actions
Darcy Library of Beulah
April 27, 2017

Call to Order: Evelyn called the special Board of Trustees meeting to order at 4:01 PM at the Darcy Library in Beulah, Michigan. Those in attendance and constituting a quorum were:

Present: Dan Schoonmaker, Dan Hook, Cathy Hahn, Abby Smith, Evelyn Tidlow

Absent: Dennis Pace

Guest(s): Heather Doran, Library Director

Personnel

- Board of Trustees discussed information regarding Heather's job performance over the past several months. Because not all board members were informed on issues that had been occurring, this discussion was necessary. It was offered to Heather that the board meet in closed session, she declined. Some concerns are listed below:
 - 6 month performance review discussion required that Heather work toward improving the working relationship with staff at the Benzonia Library. Evidence does not indicate that this is occurring.
 - Late in attending a meeting of both of the libraries; meeting eventually cancelled
 - Email chain involving the Benzonia library's work with Darcy library on a poster project for a visiting author.
 - Training of staff and scheduling of what needs to be completed before Heather leaves has not been done by the requested due dates.
- Heather was given time to address the concerns that were discussed.
 - She indicated a misunderstanding about a meeting between the Board and the Staff in order to schedule training
 - Time needs to be freed up in order to train Casey and Angie without being interrupted by the day to day duties in the library
 - Scheduling time to train both Casey and Angie must also coordinate with their schedules
 - Email chain with Benzonia was misinterpreted
- More discussion about moving forward with separation and when Heather's last day should be. Should it occur before June 2, 2017, as was originally planned **by Heather when she resigned in February?**
 - Termination with severance?
 - Resignation with severance?
 - Do nothing at the moment. Require a training schedule by Monday, May 1, for Casey and Angie with priorities about what is to be completed.
 - This was the plan decided on, "Do nothing at the moment..." and have a schedule for training by Monday, May 1. Heather agreed to provide this to Dan S. and Evelyn.

Update on Director Search

- Phone contacts occurred. Scheduling further interviews for the first week in May.

- D. Hook stated that an interview question should gauge the applicant's position on filtering in order to be compliant with the grant seeking fiber optic internet use and CIPA compliance.

Barthelmas Estate Gift

- As Treasurer D. Schoonmaker needs to authorize the establishment of an IRA account at 5/3 Bank. He will need the Secretary's signature to witness this. Schoonmaker made this motion, Hook supported, the motion passed.

Adjournment: Schoonmaker moved, Hook supported and the meeting adjourned at 5:25 PM.

Respectfully submitted: Catherine Hahn, Recording Secretary