



South Haven Memorial Library March 12, 2024 Minutes

Members:

Liz Smith –President - excused
Jean Stein –Vice President
Marilyn Bertorelli –Treasurer
Marge Lampe - Secretary

Ida Sledge – Trustee
Gretchen Sprietzer – Trustee - absent
Elaine Shumaker- Trustee

Also Present: Elaine Fluck, James France, director

Call to order: The meeting was called to order by vice president, J. Stein at 7:00 p.m.

Approval of minutes for meeting on February 13 2023: Motion to approve with a spelling correction by M. Lampe; all in favor; motion carried. A copy will be sent to city council.

Approval of agenda for March 12, 2024: Motion to approve agenda by M. Bertorelli; motion carried.

Public Comments: E. Fluck invited all board members to the Silver Bag Lady presentation about Michigan Women who made a mark March 20 at 2pm in the Community Room.

Treasurer's report: Operations-**Total income:** \$62,608.96. **Total expenses:** \$38,929.81, **Vendor's bills** totaled \$33,027.57 for February. Motion to pay vendor bills by E. Shumaker, all in favor; motion carried.

Renovation Budget Report: Total Income: \$25,164.26; Total Expenses: \$1200.00

Director's Report:

- Overdrive checkouts-898; MEL Borrowed 245, Loaned 89; Patrons through doors: 3,619. Small meeting room uses: 55; Community Room uses: 400
- Jen LaRowe, the youth librarian in training, attended MLA Spring Institute
- The lease being up on the existing copier/printer, a new unit is on order
- SH Police performed a security walk-through. Stated that the building layout is good for security issues. Offer was made for active shooter training as well as AED training and certification.
- Teen section is moving mid-March. A charging station has been purchased and installed.
- Children's gaming and education computers are up and running. They have a security feature that will not allow them to be used for other programs.
- The library has been awarded a "Libraries Transforming Communities" grant of \$10,000. The purpose of this grant program is to encourage community conversations and to make libraries more accessible.
- J. France will be on vacation the week of March 17
- April 27 the library will go back to full-service hours
- June 8: Summer program kick-off for children, teens, and adults
- Programs:
 - Mondays: Bingo 1 – 4pm
 - March 16: Brick Builders Club
 - April 5: Playdough Playdate 11am

Correspondence: None

Old Business:

- Investment Policy: M. Lampe moves to accept updated policy, all in favor, motion carried.
- Investment Policy Control System: M. Bertorelli moves to accept policy, all in favor, motion carried.

- Discussion continued about how to best manage the generous donations received. An advisor who also works at a library will be invited to provide guidance in this endeavor.

New Business:

- Unrestricted Fund Balance Policy was presented in an updated format with no changes. M. Lampe moves to accept policy, all in favor, motion carried.
- Amended Budget: J. France presented amendments to the budget to address the unexpected increase in donations and resulting interest income. All donations received to date are unrestricted. M. Bertorelli moves to accept budget amendments, all in favor, motion carried.

Board Comments:

- January complaint update: Next step per policy is for J. France to meet with D. Ashen, who has been notified but not met with the director
- M. Lampe suggested the possibility of making the small meeting room Zoom friendly. This might be put on the list of possible fund use.

Adjournment: Motion to adjourn by E. Shumaker, all in favor. Meeting adjourned at 7:56PM.

Next regular meeting: April 9, 2024 – 7:00 PM

**Respectfully submitted,
Margery Lampe, Secretary**