



## South Haven Memorial Library March 14, 2023 Minutes

### Members:

Lois Howard-President  
Jean Stein -Vice President  
Marilyn Bertorelli -Treasurer  
Marge Lampe -Secretary

Ida Sledge - Trustee  
Liz Smith -Trustee  
Elaine Shumaker- Trustee

Also Present: Elaine Fluck, James France, director

**Call to order:** The meeting was called to order by president, L Howard at 7:04 p.m.

**Approval of minutes for meeting on February 14, 2023:** Motion to approve: by L. Smith, supported by J. Stein, motion carried.

**Approval of agenda for March 14, 2023:** Motion to approve agenda by M. Bertorelli supported by E. Shumaker, motion carried. A copy will be sent to city council.

**Public Comments:** E. Fluck noted that the flag is looking tattered and should be replaced. J. France reported that the old flag has been removed and a new flag will be procured.

**Treasurer's report:** Operations-**Total income:** \$3,720.17, **Total expenses:** \$34,877.28, **Vendors' bills** totaled \$36,527.69 for February. Debit Card: \$525.93 Motion to pay vendor bills by J. Stein, supported by L. Smith. Motion carried.

**Renovation Budget Report:** Total Income: \$370.85; Total Expenses: \$1,750.00

### **Director's Report:**

- Overdrive checkouts-828, MEL: Borrowed 199, Loaned 61; Patrons through doors: 2,606. Small meeting room uses: 74; Community Room uses: 188.
- Upcoming programs:
  - Saturday, 3/18/23, 11am, Lego Club
  - Thursday 3/23/23, 6pm, Cryptozoology of the Great Lakes: Shetan Noir
- Spring Break Programs
  - Monday 4/3/23, 1-2 pm: Chomp & Chat for teens
  - Tuesday 4/4/23, 6pm: Stem Program for K-3<sup>rd</sup> grade
  - Wednesday, 4/5/23, 11-12: Butterflies & Beans, Pre-K-5<sup>th</sup> grade
  - Thursday, 4/6/23, 11-12: Bead Crafts, Pre-K-5<sup>th</sup> grade
- Discussion regarding potential uses for Jack Cook Estate distribution in the amount \$400,000: J. France presented the following list of potential uses for the funds. Computer Activity Table; Art Rails; Microfilm Equipment; Updating website; Update of catalogue system; Increase budget allowance for programming; Collections; Searchable Newspapers; Endcap activities and Hoopla. The board requested that J. France prioritize and provide costs for these considerations.

**Correspondence:** None

### **Old Business:**

- L. Howard reported that she and M. Bertorelli continue to work with the banks to create more security in the accounts.

### **New Business:**

- Reviewed the following policies and recommended that they are all appropriate and current. These will be presented for approval at the April meeting.
  - Gifts Policy
  - Donation of Materials Policy
  - Acceptable use of Library Computers and Internet
  - Privacy Policy
  - Fax Machine Policy. J. France notes that the fax machine is more rarely used now.

### **Board Comments:**

- L. Howard noted upcoming programs: Library Book Club meets the 1<sup>st</sup> Monday from 2-3pm; March 22 AAUW-SH will present Reader's Theater with the subject Notable Women in History. Another program will be offered at the Van Buren Convention Center called "Research Your House's History." She also noted that the seed catalogue is up and running for the seed-starting and growing season.

**Adjournment:** Motion to adjourn by I. Sledge supported by L. Smith, meeting adjourned at 8:08PM.

**Next regular meeting: April 11, 2023 - 7:00 PM**

**Respectfully submitted,**

**Margery Lampe, Secretary**