



South Haven Memorial Library May 10, 2022 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, and James France, Director

Call to order: The meeting was called to order by president, L Howard at 7:00 p.m.

Approval of minutes for meeting on April 12, 2022: Motion for approval by E. Shumaker, supported by L. Smith. Motion carried. A copy will be sent to city council.

Approval of agenda for May 10, 2022: L. Howard added to New Business: Budget Amendments. Motion for approval with changes: by J. Stein, supported by L. Smith, motion carried.

Public Comments: E. Fluck noted complaints from public regarding short hours. J. France advised that the library will be open for regular hours starting May 16, 2022.

Treasurer's report: Operations-**Total income:** \$16,095.38, **Total expenses:** \$11,404.30, **Vendors' bills** totaled \$32,267.96 for the month. Motion to pay vendor bills by J. Stein, supported by L. Smith. Motion carried.

Director's Report:

- Overdrive checkouts-730, MEL: Borrowed 168, Loaned 6; Patrons through the doors: 1983
- Patron computers require two other programs before they can be put into use.
- Waiting for these: security camera installation; concrete pad proposal; patio rail; office blinds; shelving pieces.
- Garden Club is working on cleaning up beds and plan to plant annuals this year,
- Grand Opening: June 1; invitations are on order
- Plan to open full hours starting May 16.
- J. France will be gone the week of May 16.

Correspondence: None

Old Business: Small Meeting Room Policy: Presented last month: J. Stein moves, M. Bertorelli supports: Policy accepted.

New Business:

- Employee Pay Scale: J. France presented a proposed wage range for FY 22-23. The scale increases the hourly wage for Circulation Assistant to keep the position within minimum wage. L. Smith moves to accept scale; J. Stein supports: scale is adopted.
- Holiday Pay Scale Policy: J. France presented a proposed Holiday Pay Policy where part-time employees are paid prorated holiday pay based on a prior three-month average provided the employee meets specific criteria. I. Sledge moves to accept; E. Shumaker supports: policy is adopted.
- Hot Spot Policy: J. France presented a policy to manage the seven hot spots obtained from the Library of Michigan as well as a Hot Spot Check-Out Agreement. These are heavily filtered units and cannot be renewed via phone. J. Stein moved to accept; E. Shumaker supported: policy is adopted.
- Budget Amendments: J. France presented the following amendments to the current FY budget:
 - Renovation Budget: Additional income from refund of the last month's rent and security deposit at temporary location.
 - Operational Budget: Received more in taxes than budgeted (Income +\$13,037). Expenses were greater (+\$14,000) Change to Fund Balance: \$15,235. M. Bertorelli moves to accept; L. Smith support: amendments were accepted.
- Budget FY 22-23 Hearing: J. France presented budget proposal for FY 22-23 for trustee review. J. Stein noted that the proposed change to the Fund Balance is negative and likely unacceptable. J. France will rework proposal for June meeting when it can be approved.

Board Comments:

- L. Howard noted that the agenda for June will include voting on Renovation and FY Budgets. Also, officers will be nominated.
- L. Howard noted that there will be a "Book Talk" with the author: Jennifer Murphy June 6 at 2:00 pm. The book is "Scarlet in Blue" and is set in South Haven.
- L. Howard announced that May 14 there is a Library-Art Center & Children's Museum event scheduled.

Adjournment: Motion to adjourn by I. Sledge supported L. Smith. Meeting adjourned at 7:50 PM.

Next regular meeting: June 14, 2022 – 7:00 PM

**Respectfully submitted,
Margery Lampe, Secretary**