



South Haven Memorial Library February 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 7:03 p.m.

Approval of minutes for meeting on January 10, 2023: Motion to approve: by L. Smith, supported by M. Bertorelli, motion carried.

Approval of agenda for February 14, 2023: Motion to amend the agenda to include Director's report and Vendor's Bills by M. Lampe, supported by J. Stein. Motion carried. Motion to approve amended agenda by J. Stein supported by L. Smith. Motion carried. A copy will be sent to city council.

Public Comments: E. Fluck announced that there will be a special program March 22 at 4:30pm to honor Women's History Month. It is a Reader's Theater Play. She asked for volunteers from the board.

Treasurer's report: Operations-**Total income:** \$46,620.94, **Total expenses:** \$48,288.77, **Vendors' bills** totaled \$37,552.42 for January. Debit Card: \$771.16 Motion to pay vendor bills by J. Stein, supported by I. Sledge. Motion carried.

Renovation Budget Report: Total Income: \$17,853.87; Total Expenses: \$0

Director's Report:

- Overdrive checkouts-890, MEL: Borrowed 222, Loaned 54; Patrons through doors: 2,446. Small meeting room uses: 36
- Annual report for Library of Michigan is complete
- Upcoming programs:
 - Saturday, 2/18/23 & 3/18/23, 11am, Lego Club
 - Thursday 3/23/23, 6pm, Cryptozoology of the Great Lakes: Shetan Noir
- Received a partial disbursement from Jack Cook Estate in the amount \$400,000

Correspondence: None

Committee Appointments: Committees will meet in March and present in April.

- L. Howard appointed M. Bertorelli and J. Stein to the Budget Committee
- L. Howard appointed I. Sledge and L. Smith to the Evaluation Committee.

Old Business:

- January budget amendments: Motion to approve by M. Lampe, J. Stein supports; motion carried.
- J. France reported that the Wage Range Policy and Sick Leave Policy presented in January are unnecessary as the State Committee addressing employee benefits determined they were not necessary.
- Healthiest You Policy: E. Shumaker moved to accept the policy as presented in January, L. Smith supported, motion carried. Policy will be placed in Personnel Policy Section of handbook.

New Business:

- Huntington Bank Account: M. Bertorelli reported that she received a fraud alert that one of the Library accounts was breached. Having taken immediate action, funds fraudulently transferred were recovered. M. Bertorelli and L. Howard met with a bank representative to discuss security options. Cyber Security Insurance was recommended. L. Howard reports that all accounts can be covered for no more than \$95/month. J. Stein moved to purchase cyber security, I. Sledge supported, motion carried.
- Due to the breach, a recommendation was made to change from a debit card to a commercial credit card. J. Stein moves, L. Smith supports to change to a commercial credit card: motion carried.
- J. France presented updated Credit Card Policy to address the above change. L. Smith moves, I. Sledge supports, policy was accepted.

Board Comments:

- L. Howard noted an upcoming program, February 28th: Building Better Brains with Bells by Ann Habicht.
- M. Lampe and L. Smith reported a presentation made in support of a Library project to Women Who Care. Concern was raised that the library is well funded and the presentation did not have the approval of the director or the board. J. France states he will advise the presenter to not present on behalf of the Library without prior approval.

Adjournment: Motion to adjourn by J. Stein supported by L. Smith, meeting adjourned at 7:59PM.

Next regular meeting: January 10, 2023 – 7:00 PM

**Respectfully submitted,
Margery Lampe, Secretary**