



## South Haven Memorial Library October 12, 2021 Minutes

### Members:

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

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

**(Meeting held at South Haven Township Hall due to Construction Project)**

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 September 14, 2021:** Motion for approval by J. Stein supported by L. Smith; motion carried. A copy will be sent to city council.

**Approval of agenda for October 12, 2021:** Motion for approval by J. Stein supported by L. Smith; motion carried.

**Public Comments:** None

**Treasurer's report:** Operations-**Total income:** \$18,099.44, **Total expenses:** \$2,600.00, **Vendors' bills** totaled \$ \$13,502.79 for the month. **Debit Card:** \$407.82; **Payroll:** \$15,860.41. Motion to pay vendor bills by J. Stein supported by M. Lampe. Motion carried.

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

- Overdrive checkouts-701, **MEL:** Borrowed 224, Loaned 61
- Building Progress Report:
  - Punch list review starts tomorrow (10/13/21); there have been delays due to supply chain issues
  - October 18: furniture and shelving start to be delivered
  - New signs pricing for out front and in rear has been received: \$18,000 approximately
  - Fire alarm system passed inspection: Fire Marshall made recommendations for more smoke alarms
  - Landscaping in process; irrigation being installed
  - Sidewalk to PO parking lot: Director will meet with Postmaster for permission to install
  - Stored shelving will be returned to library for use in non-fiction area
  - Two existing large bronze plaques will be installed over old fuse boxes; smaller plaque will be installed at a location to be determined.
  - The tech company will be scheduled after furniture is installed.
  - If board members wish to walk through, contact Jim
  - J. France on vacation October 23-21

**Correspondence:** None

### **Old Business:** Policy Review and Updates

- Fees & Fines List: Motion to approve as written by L. Smith; support by E. Shumaker; motion carried
- Library Card Policy: Motion to approve by as written M. Lampe; support by J. Stein; motion carried
- Political Policy: Motion to approve as written by J. Stein; support by L. Smith; motion carried
- Mission Statement reviewed. M. Lampe moved to approve as written; supported by E. Shumaker; motion carried.
- J. France discussed Health Care Benefit Plan: research still ongoing. Current plan appears to be the best at this point. Trustees will review and approve at next board meeting and determine if it will be an 80/20 plan or pay to cap plan. Deadline for decision is mid-December.
- By-laws were reviewed: changes suggested and discussed. J. France will have these printed for approval next meeting.

### **New Business:**

- Continue policy review.

### **Board Comments:**

- L. Howard noted that child librarian Gail Patterson has been creating YouTube videos teaching children how to use and follow recipes to create new foods
- E. Shumaker expressed concern for new window wall on Broadway that appears to be in harm's way from traffic turning south from Phoenix. J. France reports that an iron fence will be installed across the front to guard against damage.

**Adjournment:** Motion to adjourn by J. Stein supported by L. Smith. Meeting adjourned at 7:56 PM.

**Next regular meeting: November 9, 2021 – 7:00 PM tentatively @ the South Haven Township Hall. Respectfully submitted,**

**Margery Lampe, Secretary**