



South Haven Memorial Library

April 13, 2021 Minutes

Members:

Catherine Jarvie –President (Absent)
Lois Howard –Vice President
Marilyn Bertorelli –Treasurer
Ida Sledge –

Jean Stein – Trustee
Marge Lampe-Trustee
Elaine Shumaker- Trustee

(A Zoom board meeting was held due to the Coronavirus pandemic)

Also Present: Elaine Fluck , and James France, Director

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

Approval of minutes for meeting on March 9, 2021: Motion for approval by J. Stein supported by M.Bertorelli. Motion carried. A copy will be sent to city council.

Approval of agenda for April 13, 2021: Motion for approval by M. Lampe supported by J. Stein. Motion carried.

Public Comments: None.

Treasurer's report: **Total income:** \$45,976.70, **Total expenses:** \$24,233.60 (**March 2021**), **Vendors' bills** totaled \$26,963.60 for the month. **Debit card:** \$612.19, **March 2021 Payroll:** \$14,327.00, **Library/SS/Medicare:** \$1,096.03. Reports emailed to board members for review. Motion to pay vendor bills by J. Stein supported by M. Lampe. Motion carried.

Director's Report:

- Overdrive checkouts-924, **MEL:** *Borrowed 199, Loaned 84*
- Continue to follow Covid-19 restrictions
 - ☞ Open by appointment: (*Will service drop-in patrons with a quick request, if possible,*)
 - ✓ **Thursdays 3:00-5:00 and Saturdays 11:00-1:00**
- Covid-19 restrictions and updates:
 - ✓ Facemasks required.
 - ✓ Limit of 5 patrons
 - ✓ (45 minutes computer usage), browsing for 15 minutes.
 - ✓ One appointment per individual per day
 - ✓ Curbside services continue: **Tuesdays 10:00-2:00 and Thursdays 2:00-6:00.**
 - ✓ Looking into adding Friday hours
- Looking into a website and catalog changes (*May be using the same website*)
- Storytime book bags: Looking into the possibility of having book bags for teens using a different name
- Seed lending library: Idea is to use organic seeds for patrons to pick up, plant and grow, then save and return seeds to the library to continue the process. Will be looking into this option this year.
- MLA HR (**Michigan Library Association Human Resources**) Virtual presentation on April, 21st.
- Building Project Update: Inside work still in progress, pictures on the website-will update soon, and material shortage should not be a problem.

Correspondence: *None*

Old Business:

New Business:

- Marge Lampe has agreed to take the vice president's position until the end of June. Motion by M. Bertorelli supported by I. Sledge to accept the filling of this position. Motion carried.
- Director's Performance Review: L. Howard read the review to the board done by L. Howard and I. Sledge.
- Budget for 2021-2022: Meeting will be called by J. France

Board Comments: Compliments to J. France for his presentation to the Rotary Club. Board member materials will be given to our newest board member. New trustee manuals may be picked up at the temporary location.

June: nominations of officers **July:** election of officers.

Adjournment: Motion to adjourn by J. Stein supported by M. Bertorelli. Meeting adjourned at 7:23 PM.

Next regular meeting: May 11, 2021

Respectfully submitted,
Ida Sledge, Secretary