



South Haven Memorial Library February 9, 2021 Minutes

Members:

Catherine Jarvie –President
Lois Howard –Vice President
Marilyn Bertorelli –Treasurer
Ida Sledge -Secretary

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

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

Also Present: James France, Director

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

Approval of minutes for meeting on January 12, 2021: Motion for approval by L. Howard supported by J. Stein. Motion carried. A copy will be sent to city council.

Approval of agenda for February 9, 2021: Motion for approval by L. Howard supported by M. Lampe. Motion carried.

Public Comments: No participants on line.

Treasurer's report: **Total income:** \$44,328.92, **Total expenses:** \$183,677.41 (**January 2021**), **Vendors' bills** totaled \$25,420.12 for the month. **Debit card:** \$143.96, **January 2021 Payroll:** \$14,387.69, **Library/SS/Medicare:** \$1,100.69. Reports emailed to board members for review. Question concerning **Item 941:** the large expense amount listed as **Misc. Other-** under **Operations.** (*According to J. France, this may have been the transfer of funds to the Joint Building Authority.*) Also, **Item 941** listed **Misc. Other-** under **Renovations.** J. France will check on these items. Motion to pay vendor bills by J. Stein supported by E. Shumaker. Motion carried.

Committee Appointment:

- **Budget Committee:** M. Bertorelli, J. Stein, and M. Lampe. J. France will also serve as an unofficial participant.
- **Evaluation Review:** L. Howard and I. Sledge

Director's Report:

- Overdrive checkouts-1,012
- Entrance by appointment only **UNLESS** a patron arrives and there is an open slot and no scheduled appointment.
 - Will post a door sign with appointment guidelines.
 - Beginning Feb. 18th Thursdays 3:00-5:00.
 - March 6th Saturdays 11:00-1:00
- Due to Covid-19 restrictions and site:
 - Facemasks required.
 - Limit of 3 patrons (45 minutes computer usage), and 6 patrons browsing for 20 minutes.
 - Curbside services continue: Tuesdays 19:00-2:00 and Thursdays 2:00-6:00.
- Making weekly visits to the renovation site. Will post progress pictures to the website at a future date.
- Looking into a website designed to support public libraries. Old site designed for school libraries.
- Feb. 16th will be speaking at the Scott Club.

Money Transfer & Signers:

- M. Bertorelli requested approval for additional signers to the **Consumers Credit Union** account. Add board members: **Lois Howard** and **Cathy Jarvie.** *Request approved.*
- M. Bertorelli requested approval to transfer funds to an advantage checking account with **Honors Credit Union.** Signers will be Marilyn Bertorelli, Cathy Jarvie, and Lois Howard. *Request approved.*

Correspondence: None

Old Business:

New Business:

Board Comments: Possibility to install a suppression (Sprinkler) system with the new renovations. Open discussion. J. France will have more information at the next meeting. Looking at the Library of Michigan Website, a question was raised concerning elected and *appointed* board members taking an oath when serving on the board...

Adjournment: Motion to adjourn by C. Jarvie supported by I. Sledge. Meeting adjourned at 7:43.

Next regular meeting: March 9, 2021

Respectfully submitted,
Ida Sledge, Secretary