



## South Haven Memorial Library March 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 7:03 p.m.

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

**Approval of agenda for March 9, 2021:** Motion for approval by M. Bertorelli supported by C. Jarvie. Motion carried.

**Public Comments:** No participants on line.

**Treasurer's report: Total income:** \$4,942.08, **Total expenses:** \$24,743.70 (**February 2021**), **Vendors' bills** totaled \$10,787.15 for the month. **Debit card:** \$261.91, **February 2021 Payroll:** \$16,012.66, **Library/SS/Medicare:** \$1,224.93. Reports emailed to board members for review. *Question presented about the double billing for utility bill.* J. France will check on this double billing. Motion to pay vendor bills by J. Stein supported by L. Howard. Motion carried.

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

- \* Overdrive checkouts-851
- \* Open by appointment:
  - ✓ Thursdays 3:00-5:00
  - ✓ Saturdays 11:00-1:00
- \* Covid-19 restrictions and *updates*:
  - ✓ Facemasks required.
  - ✓ *Increase of 3 patrons to 8*
  - ✓ (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 a website and catalog changes
- \* Article in the newspaper about Storytime book bags. Included information about hours and appointments. Misquoted cost of the renovation project in this article. *Suggested idea to have these book bags delivered to patrons who are not able to come to the library.* Open discussion. Presently, neighbors can pick up books for others who cannot come to library. J. France will check into this possibility, being mindful of the liability to staff members.
- \* Amazon Business Prime free through Coop (Southwest Michigan Library Cooperative)
- \* Received new trustee manuals. May be picked up at the temporary library location.
- \* Building Project Update: construction continues. concrete foundation poured, 2 (Two) boilers installed in basement, waiting for steel to continue parts of project.

**Correspondence:** None

### **Old Business:**

**New Business:** L. Howard and I. Sledge are working on evaluation for J. France. Will present at the April meeting

**Board Comments:** Need to set a budget meeting date.

**Adjournment:** Motion to adjourn by C. Jarvie supported by I. Sledge. Meeting adjourned at 7:30.

**Next regular meeting: April 13, 2021**

**Respectfully submitted,  
Ida Sledge, Secretary**