



South Haven Memorial Library

July 13, 2021 Minutes

Members:

Lois Howard–President
Jean Stein –Vice President
Marilyn Bertorelli –Treasurer
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; Brenda Bertorelli, South Haven Township Clerk; Kate Hosier, South Haven City Manager

Call to order: The meeting was called to order by president, L Howard at 7:05 p.m. L. Howard introduced officials Kate Hosier and Brenda Bertorelli

Approval of minutes for meeting on June 8, 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 July 13, 2021: Motion for approval by M. Bertorelli supported by I. Sledge. Motion carried.

New Business:

- Election of Officers: Slate was presented by L. Howard who asked for any nominations from the floor. There being none, the following were chosen by acclamation for one (1) year terms: Lois Howard, President; Jean Stein, Vice President; Marge Lampe, Secretary; Marilyn Bertorelli, Treasurer.
- Oath of Office: The Oath of Office was given per the Michigan State Constitution. Brenda Bertorelli administered the oath to J. Stein and M. Bertorelli; Kate Hosier administered the oath to L. Howard, M. Lampe, L. Smith and I. Sledge.

Public Comments: Questions were posed regarding the provision of a construction status report and updates on current activities at the temporary location for the general public by E. Fluck.

Treasurer's report: ~~Operations~~-**Total income:** \$23,747.85, **Total expenses:** \$23,024.59 (June 2021), **Vendors' bills** totaled \$29,303.65 for the month. **Debit card:** \$213.74, **June 2021 Payroll:** \$15,108.79, **Library/SS/Medicare:** \$1,155.82. Reports emailed to board members for review. Motion to pay vendor bills by J. Stein supported by M. Lampe. Motion carried. Budget Performance-Renovations-**Total income:** \$4392.25, **Total expenses:** \$2,600.00 (June 2021)

Director's Report:

- Overdrive checkouts-~~677~~, **MEL:** Borrowed ~~105~~, Loaned 56
- Current hours of operation:
 - ☞ Open **Mon.-Wed. & Fri.** 10:00-5:00, **Thurs.** 12:00-6:00, **Sat.** 10:00-2:00
- Seed lending library-Reminder: Seeds available and ready for fall planting. Pick up some!!
- Injury Claim: Notification was received mid-June about an accident that happened at the construction site in early April to a Post Office patron. Attorney's letter and documentation has been sent to the Insurance Company.
- Signs have been placed on the fencing surrounding the construction site informing of temporary Library location and telephone number in hopes of preventing people from entering construction site.
- Library Facebook page: Facebook contacted the library stating the page was not correctly formatted. New formatting is complete and page is operating.
- Digital Signs: Design plan proposed digital signs, one by road and one near rear parking lot. J. France is researching pricing and hopes to have success.

Correspondence: None

Old Business:

- A date for budget training was discussed and set for July 22 at 11am at the library. L. Smith, E. Shumaker and M. Lampe will attend: J. France will instruct.

Board Comments:

- L. Howard thanked I. Sledge for her years as secretary as well as those remaining in offices or taking on new responsibilities.
- L. Howard asked how trustees liked meeting at the Township Hall and will check with R. Stein to see if we can continue meeting there while the library is under construction.
- M. Bertorelli states that the minutes must reflect changes to board structure where C. Jarvis no longer has signing authority and J. Stein will be added to as a signatory.

Adjournment: Motion to adjourn by L. Smith supported by J. Stein. Meeting adjourned at 7:30 PM.

Next regular meeting: August 10, 2021 – 7:00 PM tentatively @ the South Haven Township Hall.

Respectfully submitted,
Margery Lampe, Secretary