



South Haven Memorial Library May 11, 2021 Minutes

Members:

Lois Howard–President
Marge Lampe –Vice President
Marilyn Bertorelli –Treasurer (Absent)
Ida Sledge –Secretary

Jean Stein – Trustee
Marge Lampe-Trustee
Elaine Shumaker- Trustee (Absent)

Also Present: Elaine Fluck , and James France, Director

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

Call to order: The meeting was called to order by president, L Howard at 7:02 p.m.

Approval of minutes for meeting on April 13, 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 May 11, 2021: Motion for approval by J. Stein supported by M. Lampe. Motion carried.

Public Comments: None. ☺

Treasurer's report: *Operations-Total income:* \$2,994.30, *Total expenses:* \$24,779.96 (April 2021), *Vendors' bills* totaled \$27,317.91 for the month. *Debit card:* \$445.91, *April 2021 Payroll:* \$14,488.69, *Library/SS/Medicare:* \$1,108.37. 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:* \$535.90, *Total expenses:* \$2,600.00 (April 2021)

Director's Report:

- Overdrive checkouts-907, **MEL:** Borrowed 199, Loaned 84
- Continue to follow Covid-19 restrictions with some **additions**
 - ☞ Open by appointment: (Will service drop-in patrons with a quick request, if possible.)
 - ✓ **Thursdays** 3:00-5:00 , **Fridays** 11:00-1:00, and **Saturdays** 11:00-1:00
- Covid-19 restrictions and *updates:*
 - ✓ Facemasks required.
 - ✓ *Limit of 5 patrons* * If the state reaches the benchmark of 70%, will increase patrons to 15 at our temporary location
 - ✓ (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.
- Will be looking into a website and catalog changes-using a website for easy browsing.
- Storytime book bags in progress
- Seed lending library- on going now (Stop in to observe and maybe take some seeds)
- Summer Reading Program- Pending benchmark goals, it may be possible to have the program at parks and able to utilize the pavilions.

Correspondence: Received a letter of resignation from Cathy Jarvie as president. She did a great job when we started the renovation process. We will miss her.

Old Business: None

New Business:

- **Oath of Office:** M. Lampe attended the training for new and current trustees. She learned and shared information that board members should take the *Oath of Office*. Open discussion/questions. Who should administer the oath, representative from the city and township? L. Howard will contact city manager and she will know what to do. We will plan to take the oath in July after officers are elected. This is new information.
- **Budget for 2021-2022:** J. France started sharing *amendments* for the 2020-2021 *Operational & Renovation* Budgets. A budget committee meeting needs to be called by J. France before the June board meeting. Budget Committee members--J. Stein, M. Bertorelli, L. Howard, and J. France.

Board Comments: L. Howard collected notebooks from board members that are no longer serving. She updated them and distributed to newest members M. Lampe and E. Shumaker. She also reminded board members to return booklets when you leave the board.

Adjournment: Motion to adjourn by J. Stein supported by I. Sledge. Meeting adjourned at 7:43 PM.

Next regular meeting: June 8, 2021

Respectfully submitted,
Ida Sledge, Secretary