



## South Haven Memorial Library November 9, 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

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

**Approval of minutes for meeting on October 12, 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 November 9, 2021:** Motion for approval by M. Bertorelli supported by I. Sledge; motion carried.

**Public Comments:** None

**Treasurer's report:** Operations-**Total income:** \$203,106.54, **Total expenses:** \$46,413.07, **Vendors' bills** totaled \$ \$16,883.65 for the month. **Debit Card:** \$935.68. Motion to pay vendor bills by L. Smith supported by J. Stein. Motion carried.

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

- Overdrive checkouts-796, **MEL:** Borrowed 174, Loaned 54
- Building Progress Report:
  - New signs pricing for out front and in rear have been ordered
  - Fire Marshall has issued temporary occupancy for move in process. Pricing for recommended additional smoke alarms has been requested. Until complete, only staff may work in the building
  - If any board member wishes to walk through the new space, contact J. France
  - J. France is developing a "to do" list of items outside the construction process
  - Lawsuit for injury that occurred in April has been filed. Attorney assigned by the insurance company has indicated that the suit was not filed within the required span of time and will ask for dismissal of the case.
  - Items continue to arrive sporadically and without notification.
  - Temporary location will close December 13. Mulder's Moving will begin packing and moving books and other items then. Opening date for remodeled location will be determined as renovation wraps up and move nears completion.
  - Training on new HVAC unit has been completed.

**Correspondence:** None

**New Business:** Benefit plan proposals were distributed and reviewed. After discussion, J. France observed that the best course of action is to renew the current Priority Plan under the Hard Cap plan. Action will be taken at December meeting.

### **Old Business:** Policy Review

- Updated Mission Statement distributed.
- By-laws changes will be brought to the board by J. France for approval next meeting.
- Borrower's Rights & Responsibilities reviewed. Recommendation was made to increase the lock-out of service fee from \$3 to \$5: Moved by E. Shumaker, support by M. Lampe, motion carried. Recommendation made to add a 3-month probationary period for new card holders that allows borrowing of up to three (3) books only during probation. Then limit would increase to 25 units.
- Patron's Rules & Responsibilities: Updated "Smoking and other tobacco use" to include vaping and marijuana use.
- Continue policy review and approve printed updates at next meeting.

### **Board Comments:**

- M. Lampe asked to confirm holiday closure dates. Thanksgiving, closed and this year from December 13 until opening in new space.

**Adjournment:** Motion to adjourn by J. Stein supported by E. Shumaker. Meeting adjourned at 8:08 PM.

**Next regular meeting: December 14, 2021 – 7:00 PM tentatively @ the South Haven Township Hall. Respectfully submitted,**

**Margery Lampe, Secretary**