



## South Haven Memorial Library September 14, 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, Calvin D. Meeusen, C.P.A., and James France, Director

**Call to order:** The meeting was called to order by president, L Howard at 7:01 p.m.

**Approval of minutes for meeting of August 10, 2021:** Motion for approval by L. Smith supported by J. Stein. Motion carried. A copy will be sent to city council.

**Approval of agenda for September 14, 2021:** Motion for approval by M. Bertorelli supported by J. Stein. Motion carried.

**Annual Audit Report:** An independent annual report for FY ending June 30, 2021 was presented by C. Meeusen C.P.A. as an unqualified and unmodified opinion. Library is in good financial shape. Recommendations were made to close the expendable trust fund and roll the funds into general funds and to build an assigned fund to \$100,000. After questions were answered, a motion was made by M. Lampe to close the expendable trust fund and build an assigned fund to \$100,000; J. Stein supported the motion.

**Public Comments:** E. Fluck asked if the construction loan could be paid off early and discussion resulted in a positive response.

**Treasurer's report: Operations-Total income:** \$27,010.97, **Total expenses:** \$27,198.88 (August 2021), **Vendors' bills** totaled \$ \$39,136.34, (Debit Card: \$939.17) for the month. Motion to pay vendor bills by J. Stein supported by L. Smith. Motion carried.

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

- Overdrive checkouts-871, **MEL:** Borrowed 188, Loaned 77
- September is Card Sign-up month! New card recipients receive goody bags.
- Hispanic Heritage Month
- The Library of Congress National Book Festival is a virtual event this year
- J. France is currently gathering insurance proposals
  - HSA accounts have been moved from TCF bank to Huntington to Optimum due to bank closures and consolidations. Honor CU currently is the only local organization that handles HSA accounts locally and once transitions are complete with the bank HSA accounts will move there.
- Former auditor and board member Jack Cook passed away and Library is named in his trust.
- Building Progress Report:
  - Roof flashing is in process; entire roof has been replaced
  - New cabinetry in back and staff area and break room has been installed
  - LED lighting has been installed
  - Fire alarm system is installed and functioning
  - HVAC is in operation
  - Wood trim has been installed on pillars
  - Tile installed in bathrooms and flooring
  - New H2O fountain is installed and provides a filtered water bottle filler

**Correspondence:** None

**Old Business:** None

### **New Business:**

- Policy review: Trustees reviewed the following policies:
  - Political Activity; Fees & Fines
  - By-Laws, if amended, require two meetings to complete.

### **Board Comments:**

- L. Smith reported that AAUW's book sale was a success and netted \$7800 profit.

**Adjournment:** Meeting adjourned at 8:28 PM.

**Next regular meeting: October 12, 2021 - 7:00 PM tentatively @ the South Haven Township Hall.**

Respectfully submitted, Margery Lampe, Secretary