



## South Haven Memorial Library January 12, 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 7:01 p.m.

**Approval of minutes for meeting on December 8, 2020:** Motion for approval by L. Howard supported by J. Stein. Motion carried. A copy will be sent to city council.

**Approval of agenda for January 12, 2021:** Motion for approval by M. Bertorelli supported by C. Jarvie. Motion carried.

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

**Treasurer's report:** **Total income:** \$6,710.41, **Total expenses:** \$23,859.03 (**December 2020**), **Vendors' bills** totaled (No report) for the month. **Debit card:** \$1,493.15, **November 2020 Payroll:** (No report), **Library/SS/Medicare:** (No report). Reports emailed to board members for review. Motion to pay vendor bills by J. Stein supported by M. Lampe. Motion carried.

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

Overdrive checkouts-962

- \* *Renovation Update*
  - ✓ Will be sending renovation plans/timeline expectations to board members or if directed, may pick them up at our temporary location
  - ✓ Everything has been removed from the building
  - ✓ Building a book drop box
  - ✓ Two computers set up & operating
  - ✓ Construction started Jan. 4<sup>th</sup>. Some asbestos found in the basement
- \* Working on annual report: will be due in February
- \* Mel is running

**Correspondence:** *None*

### **Old Business:**

- \* Vote on Library Director's salary: Moved by C. Jarvie supported by L. Howard approve a 3% raise as proposed at the December meeting. Open discussion. Motion carried. Increase will start January 2021.
- \* Building Project: *Concerns/Suggestions/Discussion*
  - ✓ Insurance liabilities in place
  - ✓ If needed, Abonmarche could attend our zoom meeting to answer any questions
  - ✓ Pictures should be taken of this project before, during, and after-inside and outside.

### **New Business:**

- \* M. Bertorelli did not have a printed sheet with options and rates for transferring funds as stated at the December meeting. Open discussion. Suggestion to email information to members. Once this has been done the board can authorize transferring funds with a special meeting.

**Board Comments:** Continue to stay safe during this pandemic.

**Adjournment:** Motion to adjourn by C. Jarvie supported by I. Sledge. Meeting adjourned at 7:34.

**Next regular meeting: February 9, 2021**

Respectfully submitted,  
Ida Sledge, Secretary