



South Haven Memorial Library December 8, 2020 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 7:04 p.m.

Approval of minutes for meeting on November 10, 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 December 8, 2020: Motion for approval by M. Lampe supported by L. Howard. Motion carried.

Public Comments: None

Treasurer's report: **Total income:** \$5,017.93, **Total expenses:** \$25,399.29 (**November 2020**), **Vendors' bills** totaled \$9,877.72 for the month. **Debit card:** \$1,324.93, **November 2020 Payroll:** \$16,705.06, **Library/SS/Medicare:** \$1,268.37. Reports emailed to board members for review. Motion to pay vendor bills by C. Jarvie supported by J. Stein. Motion carried.

Director's Report:

- ❖ *Renovation Update*
 - Finalization of contract, schedule, and loan closing scheduled for December 17, 2020
- ❖ *Moving Update*
 - Extra furniture to be sold
 - Open for curbside service on Tuesdays and Thursdays
 - Books still being put on shelves, most shelves have been completed
 - Still have items to move, getting close to completion of this task

Correspondence: None

Old Business:

- ❖ 80/20/Cap for Benefits Expenditures
- ❖ Employee Health Benefit Plan
 - Health Benefit Plans were emailed to board members for review. Summarized by J. France. Motion by C. Jarvie supported by E. Shumaker to accept the Cap plan. Motion carried.
 - Motion by C. Jarvie supported by E. Shumaker to accept Priority Health as the carrier. Motion carried.

New Business:

- ❖ Library Sublease
 - Lease agreement emailed to board members for review. Motion by J. Stein supported by M. Lampe to approve the lease. Motion carried.
 - ❖ Mid- Year Budget Adjustment-Director's Salary
 - Item was previously overlooked. C. Jarvie proposed a 3% raise to begin January 2021 through June 2021. Will vote on the proposal at the January 2021 meeting. Compliments to Director France for the committed hours of work during this transition and the Corvid-19 pandemic. Also, "Thumbs Up" to his staff.
- Open discussion concerning moving money to be protected by FDIC. M. Bertorelli will have a printed sheet with options, rates, and amounts to consider at the January 2021 meeting.

Board Comments: Everyone stay safe during this pandemic.

Adjournment: Motion to adjourn by C. Jarvie supported by I. Sledge. Meeting adjourned at 7:51.

Next regular meeting: January 12, 2021

**Respectfully submitted,
Ida Sledge, Secretary**