



South Haven Memorial Library January 8, 2019 Minutes

Members:

Catherine Jarvie -President
Lois Howard -Vice President
Marilyn Bertorelli -Treasurer

Ida Sledge -Secretary
Robin McAlear -Trustee
Jean Stein - Trustee
Vikke Andersen - Trustee

Also Present: Elaine Fluck and 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 December 11, 2018: Motion for approval by L. Howard supported by M. Bertorelli. Motion carried. A copy will be sent to city council.

Approval of agenda for January 8, 2019: Motion for approval by V. Andersen supported by J. Stein. Motion carried.

Public Comments: None

Treasurer's report: Total income \$1,668.03, total expenses \$33,882.05 (**Dec. 2018**)
Current budget amounts were reviewed. Vendors' bills totaled \$15,584.70...(01/02/2019--01/08/2019)
(Debit Card \$870.96). Motion to pay vendor bills by J. Stein supported by L. Howard. Motion carried.

Director's Report: Jim updated the board on recent library activities, and upcoming events. The library will be participating in the Ice Breaker on February 2nd. Check the library site for additional information.
www.shmlibrary.org.

Correspondence: Board received a Christmas card from staff.

Old Business: Director J. France submitted a copy of the Public Relations Media Policy for voting approval. *First* copy was presented at the Dec. 2018 meeting. Moved by C. Jarvie supported by J. Stein to adopt this policy. Motion carried. Board members should place this policy into their By-Laws and Policies notebook.

New Business:

- J. France reported no meetings are *currently* scheduled for up-coming renovation plans.
- Open discussion concerning the debit card. Moved by C. Jarvie supported by L. Howard that we provide 1 (One) additional card to **Becky Ruiz** for purchases. Receipts should always be submitted for purchases. Motion carried.

Board Comments: J. Stein expressed her appreciation for the calls and cards she received during her absence.

Adjournment: Meeting adjourned at 7:15 p.m.

Next regular meeting: February 12, 2019

**Respectfully submitted,
Ida Sledge-Secretary**