



South Haven Memorial Library September 8, 2020 Minutes

Members:

Catherine Jarvie –President
Lois Howard –Vice President
Marilyn Bertorelli –Treasurer
Ida Sledge –

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 and Calvin Meeusen, C.P.A., PLLC

Call to order: The meeting was called to order by president, C. Jarvie at 7:00 p.m.

Approval of minutes for August 11, 2020: Motion for approval by L. Howard supported by M. Lampe Motion carried. A copy will be sent to city council.

Approval of agenda for September 8, 2020, 2020: Motion for approval as presented by M. Bertorelli supported by J. Stein. Motion carried

Annual Audit: Calvin Meeusen presented the report as of June 30, 2020. Review/recap of information: *Comparing 2019 to 2020* current assets doubled from last year and *expenses* are about the same as in 2019. *Restricted, assigned, and unrestricted* funds were defined under board jurisdiction. Reviewing financial statements, reports are certainly following the guideline of the Michigan Dept. of the Treasury, and the library is in excellent financial condition.

Public Comments: None

Treasurer's report: **Total income:** \$45,404.16, **Total expenses:** \$24,976.28 (**August 2020**), **Vendors' bills** totaled \$31,970.39 for the month. **Debit card:** \$262.66, **August 2020 Payroll:** \$15,490.63, **Library/SS/Medicare:** \$1,175.47. Motion to pay vendor bills by J. Stein supported by M. Lampe. Motion carried.

Director's Report: Overdrive checkouts: 1,050.

- ❖ Lease for temporary location has been signed as approved by board at a special meeting on 9-2-2020 and we have access to the building.
- ❖ September 16th will interview 4 selected contractors. Cornerstone, Brussee-Brady, Pearson, and Pioneer. Selected contractor will need approval by the USDA (**U**nited **S**tates **D**epartment of **A**griculture)
- ❖ September 17th will meet with Library Designs to review furniture and moving plans. Some board members would like to be "Silent Ears" during the interview process on Sept. 16th. *Board members being informed during this renovation process.*
- ❖ Due to lab test being conducted by REALM (**RE**opening **A**rchives, **L**ibraries, and **M**useum) on library materials, quarantine time on returned materials has been increased to 6 days. *This is a 2 day increase from last month.*
- ❖ Closing and moving dates have not been posted inside or outside. Waiting for the meeting with Library Designs to review furniture and moving plans on Sept. 17th and OCLC (**Q**online **C**omputer **L**ibrary **C**enter.)

Correspondence: None

Old Business: None

New Business: None

Board Comments: Still need updated information of current board members.

Adjournment: Motion to adjourn by C. Jarvie supported by I. Sledge. Meeting adjourned at 7:43.

Next regular meeting: October 13, 2020

Respectfully submitted,
Ida Sledge, Secretary