



South Haven Memorial Library

April 9, 2024 Minutes

Members:

Liz Smith –President
Jean Stein –Vice President
Marilyn Bertorelli –Treasurer
Marge Lampe - Secretary

Ida Sledge – Trustee
Gretchen Sprietzer – Trustee - absent
Elaine Shumaker- Trustee

Also Present: Elaine Fluck, James France, director

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

Approval of minutes for meeting on March 12, 2024: Motion to approve by M. Bertorelli; all in favor; motion carried. A copy will be sent to city council.

Approval of agenda for April 9, 2024: Motion to approve agenda with correction of next meeting date and moving of Investment Presentation to before Treasurer's report by J. Stein; motion carried.

Public Comments: E. Fluck commented on current display by "Lest We Forget."

Investment Strategies Presentation – Warren Fritz: Retired financial advisor discussed strategies to determine how to best manage large gifts to the library. Recommendations include:

- With an Ad Hoc Finance Committee, develop a spending plan based on annual needs and capital projections
- Develop a list of items/projects with estimated costs
- Determine how long the money should last and how much of the total gift to invest.

Treasurer's report: Operations-**Total income:** \$32,294.60. **Total expenses:** \$32,447.83. **Vendor's bills** totaled \$33,495.57 for March. Motion to pay vendor bills by M. Lampe, all in favor; motion carried.

Renovation Budget Report: Total Income: \$11,809.61; Total Expenses: \$0

Director's Report:

- Overdrive checkouts-976; MEL Borrowed 275, Loaned 75; Patrons through doors: 3,197. Small meeting room uses: 50; Community Room uses: 154
- The "Lest We Forget" military display will be at the library till May 2.
- The new copier/printer has been installed
- Teen Section move is complete
- There are/will be two positions opening at 20 hours each.
- We have a new, more easily navigable web site, it is connected to the catalogue and can be managed in house.
- The "Libraries Transforming Communities" grant of \$10,000 will be managed by a staff person to be determined.
- April 27 the library will go back to full-service hours
- June 8: Summer program kick-off for children, teens, and adults
- Programs:
 - Mondays: Bingo 1 – 4pm
 - April 20: Brick Builders Club
 - May 3: Playdough Playdate 11am
 - May 6: John Linstrom poetry reading

Correspondence: None

Old Business:

- A patron has been "trespassed" and is not allowed in the library for a year. Staff is requested to call the police if J. France is not on duty.

New Business:

- Director Evaluation Report: L. Smith reported that she, I. Sledge and M. Lampe met to compile the director's evaluation data. Director continues to lead and support staff, and his work receives a high rating. Next month as part of the budgeting process, board will discuss Director's salary and raise.

Board Comments:

- Budget Committee will schedule a meeting prior to next board meeting to discuss and review budget projections so that a FY25 budget can be developed.

Adjournment: Motion to adjourn by L. Smith, all in favor. Meeting adjourned at 8:20PM.

Next regular meeting: May 14, 2024 – 7:00 PM

**Respectfully submitted,
Margery Lampe, Secretary**