



## South Haven Memorial Library April 14, 2026 Minutes

### **Members:**

Liz Smith –President

Vacant –Vice President

Marilyn Bertorelli –Treasurer

Marge Lampe -Secretary

Ida Sledge – Trustee

Vacant – Trustee

Gordon Bleil- Trustee

Also Present: J. France, Director; Elaine Fluck

**Call to order:** The meeting was called to order by president, L. Smith at 7:03 p.m.

**Approval of minutes for meeting on March 10, 2026:** Motion to approve with the following amendments: correct spelling for February and clarify that J. France was not in attendance by M. Lampe. A copy will be sent to city council.

**Approval of agenda for April 14, 2026:** Motion to approve agenda by G. Bleil; motion carried.

**Public Comments:** Fluck commented that staff badges would be more effective if the employee's name was on each badge rather than "staff." France reported that name badges are on order but have not arrived.

**Treasurer's report:** Operations for March -**Total income:**107,033.29 \$; **Total expenses:** \$46,574.44.

**Vendors' bills:** \$61,802.29. Motion to pay vendor bills by G. Bleil, all supported. Motion carried.

**Renovation Budget Report:** Income for March: \$40,028.15; Total expenses: \$0.00

**Investment Update:** Balance invested: \$1,388,296.09 at the end of March. Interest earned since the beginning of 2026: \$25,365.57.

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

- Overdrive checkouts-1,164, MEL: Borrowed 200, Loaned 97; Patrons through doors: 3,372. Small meeting room uses: 126; Community Room: 688.
- HVAC repairs completed. A portion of the system was removed and replaced.
- Staff will be in April 19 to rearrange children's area
- Library will close one day in May for Atrium refresher training. The focus will be front desk.
- Library will go to summer hours at the end of April.
- G. Bleil asks about leaks in new section of library. Suggests staff video when an issue is noted. France is working with the tuckpoint provider who did repairs in 25.
- Programs:
  - April 29: Kate Hinote Trio at 6 pm
  - Summer reading program in development "Unearth a Story" Dinosaurs, Paleontology & Archeology

**Correspondence:** None

**Old Business:** None

**New Business:**

- Directors Evaluation: L. Smith presented a summary of the evaluation results to the board. The evaluation was completed by a committee comprised of Bleil, Lampe and Smith. The process was a compilation of data collected through surveys of staff, board and a self-survey. Highlights are:
  - As a leader, France is steady and effective and has developed and maintains an excellent and loyal staff.
  - Due to the significant gifts received and invested, the library is positioned to be able to develop a capital budget plan to allow the library to stay current and well-maintained.
  - On-going facility care is vital to the building and a regular building survey will help keep the board apprised of any maintenance or repairs,
  - The board requests that France identify a source of conflict resolution training for the whole staff.
- Director's raise: G. Bleil moves to give J. France a 4% raise; M. Bertorelli supports, motion carries.

**Board Comments:**

- Lampe noted that trellis wall on east side of the building needs to have a plan: plants or remove?
- Status of replacement lights for those that have started to flake due to UV damage?

**Adjournment:** Motion to adjourn by I. Sledge, all in favor. Meeting adjourned at 7:55 PM.

Next regular meeting: May 12, 2026 – 7:00 PM

Respectfully submitted,  
Margery Lampe, Secretary