



South Haven Memorial Library April 8, 2025 Minutes

Members:

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

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

Also Present: Elaine Fluck, J. 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 11, 2025: Motion to approve by E. Shumaker; motion carried.
A copy will be sent to city council.

Approval of agenda for April 8: Motion to approve agenda by M. Bertorelli; motion carried.

Public Comments: None

Treasurer's report: Operations for March -**Total income:** \$4,343.80, **Total expenses:** \$51,893.04.
Vendors' bills totaled \$43,456.84. Motion to pay vendor bills by E. Shumaker; motion carried.

Renovation Budget Report: Total Income for February: \$533.38; Total Expenses: \$0.00.

Director's Report:

- Overdrive checkouts-1,238, MEL: Borrowed 371, Loaned 82; Patrons through doors: 3,346. Small meeting room uses: 91, Community Room: 399.
- Staff continues to research updated catalogue options and has brought 3 options to review with the director and vendors.
- Research is ongoing for additional security systems including cameras, back door monitoring and a panic button for front desk.
- Gail Patterson's retirement was celebrated March 31 with a well-attended reception
- The seed library is restocked for this year's growing season
- Other staff changes include moving Kim W. to full time with the following responsibilities: seed library, front desk, and training for cataloguing and programming
- Summer reading program will kick off June 20
- J. France is researching other options for movies and possible movie streaming
- MeL (system) is 20 years old and is paid for by a state through a federal grant. The grant comes to the state from the Institute of Museums and Library Services. All staff at this organization has been put on leave and the future of the service is uncertain. The result of non-funding is the elimination of MeL.

Correspondence: None

Old Business:

- **Investment Research Update:** J. France reports that he has documents from MI CLASS to be signed by the President, Vice President, and Treasurer to give access for banking purposes. M. Bertorelli reports that the finance committee has met and recommends rolling the two small accounts at Huntington Bank into the primary business checking account and taking \$1.5 million from that account to invest with MI Class. L. Smith moves to roll accounts #6170 and #9022 into HB account #2119; E Shumaker supports. Discussion found agreement with board members. Motion carries. France will gather signatures at the end of the meeting. Other board members and Becky will have read only access to these accounts.

New Business:

- **Director Evaluation:** A committee of L. Smith, I. Sledge and M. Lampe met to do the director's performance assessment. L. Smith presented it to J. France. Evaluation very positive. Encouraged director to continue to support staff and update capital and project needs for the library. Committee recommends that the director's wage is increased the same percentage as staff wage increase when budget is developed and approved.

Board Comments:

- M. Lampe asked about leak discovered in small meeting room April 3: roofing contractor has been to the library and repairs have been made.

Adjournment: Motion to adjourn by I. Sledge; all in favor. Meeting adjourned at 7:45PM.

Next regular meeting: May 13, 2025 – 7:00 PM

**Respectfully submitted,
Margery Lampe, Secretary**