



## South Haven Memorial Library December 9, 2025 Minutes

### **Members:**

Liz Smith –President

Jean Stein –Vice President

Marilyn Bertorelli –Treasurer - Absent

Marge Lampe -Secretary

Ida Sledge – Trustee

Gretchen Spreitzer – Trustee - Absent

Gordon Bleil- Trustee

Also Present: 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 November 11, 2025:** Motion to approve by I. Sledge; motion carried. A copy will be sent to city council.

**Approval of agenda for December 9, 2025:** Motion to approve agenda by I. Sledge; motion carried.

**Public Comments:** None

**Treasurer's report:** Operations for November -**Total income:** \$48,419.22, **Total expenses:** \$50,718.39. **Vendors' bills:** \$130,681.24. Motion to pay vendor bills by J. Stein, all supported. Motion carried.

**Renovation Budget Report:** Income for October: \$15,757.55; Total expenses: \$0.00.

**Investment Update:** No report given due to treasurer's absence.

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

- Overdrive checkouts-1,016, MEL: Borrowed 176, Loaned 53; Patrons through doors: 2,649. Small meeting room uses: 44; Community Room: 180.
- The library continues to provide "take & make" craft supplies for patrons.
- Mitten (& Hat) tree is up to collect mittens and hats for WeCare. These will be picked up mid-December.
- Work continues with new catalogue (Atrium.) J. France collecting questions regarding challenges the staff have with new system, particularly if adjustment is not made. There is still access to Follett. With Atrium patrons have access to Librista, an app that can be used to search for and reserve books.
- Website connection to Atrium is live.
- A food drive is ongoing to support local food pantry as well as a Farmworkers food drive by the Southwest Migrant Resource Council.
- France reports that annual report is in the works.
- In honor of the 250<sup>th</sup> anniversary of the country, the Carnegie Foundation is gifting each library facility that was started by Carnegie with \$10,000. These disbursements are due in January. France encouraged to get news of this in the local paper(s).
- Upcoming Closings – Christmas Eve and Day; January 1 – New Year's Day + early closing at 5pm New Year's Eve.
- Story time is Tuesdays at 11am
- Programs:
  - Ice Breaker – January 31
  - April 29: Kate Hinojosa Trio at 6 pm

**Correspondence:** None

### **Old Business:**

- None

### **New Business:**

- Minimum Wage Change and Impacts: J. France reports that with the minimum wage increase mandated by the state, seven (7) staff are affected. G. Bleil recuses himself from this discussion and vote due to potential conflict of

interest. Per France's recommendation, M. Lampe moves to take frontline staff to \$14/hour and fulltime staff to \$15/hour to cover the increases required. J. Stein supports; all in favor, motion carried.

- M. Lampe moves to add \$10,935.60 to the salary budget as a budget amendment. J. Stein supports; all voted in favor. Motion carried.
- Section 1 Policies Review:
  - Mission Statement Review: Speaks clearly to what the library does. Recommended wording change in last paragraph to "a welcome gathering place."
  - SHML By-Laws Review: In section 1, recommend changing to reflect the partnership of South Haven City and South Haven Township. Note actual formation of Library described in plaque on west wall of small conference room. These words might be appropriate in this section.
  - In Article V, section 4: Secretary description. Change wording as follows: The secretary shall create the minutes of all meetings and will transmit them to all board members and library director for secure storage and to share the signed minutes with City Council. The responsibility of recordkeeping and correspondence may be discharged with the assistance of appropriate library personnel.
  - G. Bleil presented the following proposed conflict of interest statement to be included as Article V, section 6.
- *Every member of the Board has a duty to avoid situations in which personal interests might be served, or financial benefits gained, at the expense of Library users, colleagues or the situation.*
- *Therefore, it is incumbent upon any Trustee to disqualify themselves immediately whenever the appearance of conflict of interest exists.*
- *Board members need to excuse themselves from discussion and voting when the Board is considering a matter that may involve profit for the Board member or their relation.*
- *A possible conflict should be acknowledged and entered into the minutes.*
- *The Board may choose to vote on whether there is conflict.*
- *It is not often necessary for the Trustee to leave the room during discussion and voting, listening is generally appropriate and helpful.*
- *If a majority of the Board eligible to vote on the issue feels uncomfortable with the Trustee listening, they may excuse the Trustee for the duration of the discussion and/or vote on that issue.*
- *In the event that a conflict is identified at a later time,*
- *The affected issue should be rediscussed and voted on without the conflicted Board Trustee present.*
- *The affected Trustee should expect that their potential for conflict will be monitored closely with subsequent issues.*
- *Current Trustees should not hold office in the Friends of the Library organization, which could jeopardize the non-profit status of the Friends group. This should be considered by the Board to represent a conflict of interest.*
  - Political Policy review: G. Bleil offered to word-smith the first paragraph for clarity. For the 4<sup>th</sup> paragraph, suggested wording change is as follows: A nonpartisan organization may sponsor a forum for candidates for office or supporters of a ballot issue provided that each point of view is represented. Community Room capacity of 46 will be respected in such an event. Elected officials may meet with their constituents in a town hall format.
- Bleil also submitted a possible amendment to provide for removal of a board member. Stein states that as board members are placed by either the city council or township board, these entities should be addressed to determine correct resolution for a board member failing to do their assigned job on the board. J. France will investigate.
- J. France will work to update the policies based on this work and will bring them to the board for approval.

**Board Comments:**

- None

**Adjournment:** Motion to adjourn by G, Bleil, all in favor. Meeting adjourned at 8:15PM.

Next regular meeting: January 13, 2026 – 7:00 PM

Respectfully submitted,  
Margery Lampe, Secretary