



## South Haven Memorial Library July 8, 2025 Minutes

### Members:

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

Ida Sledge – Trustee - absent  
Gretchen Spreitzer – Trustee, by Phone  
Gordon Bleil- 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 previously adopted minutes from May 13, 2025 as amended:** Motion to approve by J. Stein; motion carried. A copy will be sent to city council.

**Approval of minutes for meeting on June 10, 2025:** Motion to approve with corrected spelling of Bleil by M. Bertorelli; motion carried. A copy will be sent to city council.

**Approval of agenda for July 8, 2025:** Motion to approve agenda by J. Stein; motion carried.

**Public Comments:** E. Fluck complimented children's programming for the summer: it is robust. She asked about observed absence of the children's librarian in Children's area. J. France explained that the area is monitored by camera consistently. Concern noted that simply monitoring does not answer questions if patrons.

**Treasurer's report:** Operations for July -**Total income:** \$14,461.55, **Total expenses:** \$45,446.84. **Vendors' bills** totaled \$42,124.24. Motion to pay vendor bills by M. Lampe, all supported.

**Renovation Budget Report:** Total income for June: \$216.16; Total expenses: \$0.00.

**Investment Update:** M. Bertorelli reported that she has closed the South Haven Banking Center account and transferred the funds through Huntington Bank into the investment account with MI Class. Total invested now just under \$1.8M. She will continue to move funds towards MI Class.

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

- Overdrive checkouts-1,177, MEL: Borrowed 287, Loaned 71; Patrons through doors: 4,313. Small meeting room uses: 69, Community Room: 284.
- Research for updated catalogue continues. J. France will meet with staff who have been working on this July 10.
- New Hires: Tilden and Tara are two new part-time employees; Kenzie (college student) will be working through the summer.
- Sensory Kits were displayed and explained and will be ready to go soon.
- The seed library continues to be available for this year's growing season.
- Libby expansion is expected in 4-8 weeks.
- Summer reading program will go through August 8; volunteers are needed and coordinated by Kayla.
- Windows will be cleaned by the service used last year.
- Carpet and upholstery cleaning is to be scheduled.
- Website provider will be changing.
- Air-Conditioning problem: J. France explained that when installed a TOSI box had been removed. This had given him access to control the system and the outdoor sensor was incorrectly sensing temps so the system was not operating correctly. This is repaired.

- Leaks were noted on east windows where new windows were installed. Review found that the tuckpointing was not sufficiently completed on installation. This and west facing windows will be re-tuckpointed.
- Baker & Taylor, the most frequently used book source, has been purchased by an Equity firm and the ordered books are not coming either at all or slowly.

**Correspondence:** None

**Old Business:**

- None

**New Business:**

- **Nominations for Board Positions:** G. Bleil moved to elect the officers on the slate created at the June meeting. All in favor, motion carries.
  - **President:** Liz Smith
  - **Vice President:** Jean Stein
  - **Treasurer:** Marilyn Bertorelli
  - **Secretary:** Marge Lampe

**Board Comments:**

- G. Bleil noted that several policies in his manual appear old and wanted to understand the review and approval process. L. Smith explained that this is an ongoing process and the board work on the investments took precedence. Now that the investments are set in MI Class, policy work can continue.

**Adjournment:** Motion to adjourn by J. Stein; all in favor. Meeting adjourned at 7:38PM.

Next regular meeting: August 12, 2025 – 7:00 PM

Respectfully submitted,  
Margery Lampe, Secretary