



## South Haven Memorial Library March 10, 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: Absent; Robert Booker

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

**Approval of minutes for meeting on February 10, 2026:** Motion to approve by M. Bertorelli. A copy will be sent to city council.

**Approval of agenda for March 10, 2026:** Motion to approve agenda by G. Bleil; motion carried.

**Public Comments:** None

**Treasurer's report:** Operations for February -**Total income:** \$48,612.47; **Total expenses:** \$48,879.55. **Vendors' bills:** \$47,670.88. Motion to pay vendor bills by M. Lampe, all supported. Motion carried.

**Renovation Budget Report:** Income for February: \$12,230.95; Total expenses: \$0.00

**Investment Update:** Balance invested: \$2,377,549.69 at the end of February. Interest earned in February: \$6,896.77. Interest earned over the period funds have been invested in MI Class: over \$67,000

**Director's Report:** None due to Director's absence.

- Overdrive checkouts-1,109, MEL: Borrowed 214, Loaned 99; Patrons through doors: 2,947. Small meeting room uses: 60; Community Room: 166.
- Programs:
  - April 29: Kate Hinote Trio at 6 pm

**Correspondence:** None

**Old Business:** None

### **New Business:**

- Directors Evaluation policy & Process: In reviewing the policies regarding evaluation, the Performance Review Process Policy (dated 2009) was unused for over 10 years. L. Smith moves to delete this policy, Lampe supports; all in favor, motion carries. Review of the Personnel Policy, Section D, 1c notes that staff may voluntarily provide input to the Director's evaluation and requires staff to sign their input. G. Bleil moves to strike the following words from the policy: "with staff members signing their performance reviews. Unsigned staff performance reviews will not be considered." I. Sledge supports, all in favor, motion carries.
- Revise Performance Review: Personnel review format was updated to include reviews by all board members; staff as are willing and a self-review by the director. The tools were designed by G. Bleil and distributed for review. L. Smith had discussed changes with director who gave full support. L. Smith will attend staff meeting scheduled for Thursday (3/12) morning to distribute staff evaluation tools with self-addressed stamped envelopes, requesting a return within the week. Board members

were given evaluation tools and requested the return of these completed evaluations within a week of the board meeting.

- Reception for retired Board Member – Jean Stein has expressed her intent to retire and requests that no reception is necessary.
- Resignation of Gretchen Spreitzer – An official letter of resignation was received by the library. Work responsibilities caused Spreitzer to be absent regularly.

**Board Comments:**

- None

**Adjournment:** Motion to adjourn by M. Bertorelli, all in favor. Meeting adjourned at 7:30 PM.

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

Respectfully submitted,  
Margery Lampe, Secretary