



South Haven Memorial Library December 12, 2023 Minutes

Members:

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

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

Also Present: Elaine Fluck, James France, director

Call to order: The meeting was called to order by president, L. Smith at 7:01 p.m.

Approval of minutes for meeting on November 14, 2023: Motion to approve with changes by M. Lampe; all in favor; motion carried. A copy will be sent to city council.

Approval of agenda for December 12, 2023: Motion to approve agenda by M. Bertorelli; all in favor; motion carried.

Public Comments: E. Fluck noted an experience she had with a patron who is using the library to meet with her infant and Child Protective Services. J. France notes that several unhoused or those with difficult home situations use the library as a safe environment.

Treasurer's report: Operations-**Total income:** \$48,379.89. **Total expenses:** \$53,118.25, **Vendor's bills** totaled \$43,297.98 for November. Motion to pay vendor bills by M. Lampe, all in favor; motion carried.

Renovation Budget Report: Total Income: \$18,625.36; Total Expenses: \$82,225.25

Director's Report:

- Overdrive checkouts-853, MEL: Borrowed 219, Loaned 48; Patrons through doors: 3,373. Small meeting room uses: 84; Community Room uses: 170
- Programs:
 - December 21 at 1pm: Carolers in the Library
 - December 25 & 26: Closed for Christmas
 - January 1, 2024: Closed for New Years Day
 - February 1-3: Friends of Library Book Sale
 - February 3: Ice Breaker
 - J. France continues work on the annual report
 - Low Vision Viewer is available for use
 - Michigan Legal Help: Currently resides on the Library website and an available grant for a computer and printer has been submitted. This will allow patrons to complete forms for certain legal issues. If an attorney is recommended the program states this.
 - Other projects in motion: Chromebook policy/software solutions; developing a "library of things;" Friends of the Library wish list; Changes to the teen area to make it more hospitable to teens.
 - J. France also reported that he had to file a No Trespass for a patron who had become augmentative with other patrons on three separate occasions. This was completed with the South Haven Police.

Correspondence: None

Old Business:

- None

New Business:

- L. Smith and M. Bertorelli reported that when they were updating the signature cards at the bank they were made aware that the individuals named for access to the Safety Deposit Box were no longer on the board and new names were needed. M. Lampe moved to update the signature card for the safety deposit box by removing those no longer involved and adding the current treasurer and president.
- J. France presented an amended budget to reflect the costs of the new sidewalk. J. Stein moved to amend the budget; all were in favor; motion carried.

Board Comments:

- L. Smith inquired about the changes to the hours of the library. J. France reported that there have been no comments to date.
- Merry Christmas was wished for all!

Adjournment: Motion to adjourn by L. Smith; all in favor. Meeting adjourned at 7:48PM.

Next regular meeting: January 9, 2024 ~ 7:00 PM

**Respectfully submitted,
Margery Lampe, Secretary**

A handwritten signature in black ink, appearing to read "Margery Lampe", with a long horizontal flourish extending to the right.