



## South Haven Memorial Library February 13, 2024 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: James 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 January 9, 2023:** Motion to approve by E. Shumaker; all in favor; motion carried. A copy will be sent to city council.

**Approval of agenda for February 13, 2024:** Motion to approve agenda by M. Bertorelli; motion carried.

**Public Comments:** None

**Treasurer's report:** Operations-**Total income:** \$37,555.09. **Total expenses:** \$41,971.17, **Vendor's bills** totaled \$43,707.24 for January. Motion to pay vendor bills by J. Stein, all in favor; motion carried.

**Renovation Budget Report:** Total Income: \$12,439.65; Total Expenses: \$0

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

- Overdrive checkouts-976; MEL Borrowed 303, Loaned 77; Patrons through doors: 2,961. Small meeting room uses: 42; Community Room uses: 133
- Programs:
  - Ice Breaker: 115
  - Friends of the Library Book Sale: \$667.50
  - Mondays: Bingo 1-4pm
  - February 17 – Brick Builders Club
  - March 1: Playdough Playdate 11am
  - March 16: Brick Builders Club
  - April 5: Playdough Playdate 11am
  - J. France will be on vacation the Week of February 19

**Correspondence:** None

### **Old Business:**

- January complaint update: Next step per policy is for J. France to meet with D. Ashen
- Review of complaint policy: E. Shumaker moves to accept updated policy; all in favor, motion carried.

### **New Business:**

- **Review of Financial Policies (Section 5)**
- Endowment Fund Resolution: J. France notes that this resolution is moot. J. Stein moves to delete this from the manual: all in favor, motion carried.
- Authorization to Invest Library Funds: J. France updated old policy to be more robust and address all legal requirements for library investment practices. M. Lampe moves to accept update, all in favor, motion carried.
- Investment Policy: G. Sprietzer moves to table policy for further review by board members and investigation into appropriate mechanisms for dealing with investments. All in favor, motion carried.

- Investment Policy Control System: M. Lampe moves to table policy for further review by board members, all in favor, motion carried.
- Credit Card Policy: Policy was recently updated and no action was required.

**Board Comments:**

- L. Smith notes that she will be gone for the March meeting.
- L. Smith appoints I. Sledge and M. Lampe to the Director evaluation committee.
- L. Smith appoints M. Bertorelli, J. Stein and E. Shumaker to as hoc Finance Committee

**Adjournment:** Motion to adjourn by M. Lampe, all in favor. Meeting adjourned at 7:52PM.

**Next regular meeting: March 12, 2024 – 7:00 PM**

**Respectfully submitted,  
Margery Lampe, Secretary**