



South Haven Memorial Library January 9, 2024 Minutes

Members:

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

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

Also Present: David Ashen, 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 December 12, 2023: Motion to approve with changes by M. Bertorelli; support by J. Stein all in favor; motion carried. A copy will be sent to city council.

Approval of agenda for January 9, 2024: Motion to approve agenda by I. Sledge; support by J. Stein, motion carried.

Public Comments: D. Ashen stated that as a library patron he felt he was treated unfairly. He described the situation as follows: he was using a library computer to create a filing due that same day. A staff member told him that the computers would be shut off at 15 minutes prior to closing. It appears that he disagreed with staff. Staff contacted J. France for guidance and were instructed to shut down his computer and ask him to leave. D. Ashen was requested to put his statement in writing for the board to consider. Also, the board requested that J. France ask the staff member involved for a written description of the event so that the board can evaluate the situation with the assistance of the director.

Treasurer's report: Operations-**Total income:** \$409,664.11. **Total expenses:** \$42,092.05, **Vendor's bills** totaled \$41,417.42 for December. Motion to pay vendor bills by M. Lampe, support by L. Smith, all in favor; motion carried.

Renovation Budget Report: Total Income: \$1,668.28; Total Expenses: \$0

Director's Report:

- Overdrive checkouts-891 MEL Borrowed 180, Loaned 77; Patrons through doors: 3,147. Small meeting room uses: 66; Community Room uses: 246
- Programs:
 - First Friday of the month: Playdough Playdate 11am-noon. (Except for February it will occur the 2nd Friday)
 - February 1-3: Friends of Library Book Sale
 - February 3: Ice Breaker
 - February 17 – Brick Builders Club
 - J. France continues work on the annual report
 - 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.
 - The library has received a distribution from the Jack Cook Estate in the amount of \$400,000. J. France noted that there are still items he is working through purchasing or obtaining based on the list developed after the initial distribution from this estate. He also noted that a patron couple donated \$5,000 to be used “where needed.” Discussion determined that the board will review the existing financial investment policies to determine what to do with these new donations and update the policies.

Correspondence: None

Old Business:

- None

New Business:

- The meeting schedule for 2024: M. Lampe moved that the Library Board meetings continue to occur on the second Tuesday of each month at 7pm in the small meeting room. J. Stein supports, all in favor, motion carries.
- J. France reports that two current employees stated that they are nearing retirement. He noted that there are two employees interested in learning about the positions and he will designate "assistant" positions so that these employees can be trained prior to the retirements.

Board Comments:

- J. France noted that tax forms for the public have been shipped but have not arrived to date.

Adjournment: Motion to adjourn by J. Stein, supported by I. Sledge; all in favor. Meeting adjourned at 7:44PM.

Next regular meeting: February 13, 2024 – 7:00 PM

**Respectfully submitted,
Margery Lampe, Secretary**