



## South Haven Memorial Library November 14, 2023 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: Elaine Fluck, 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 October 10, 2023:** Motion to approve by J. Stein; all in favor; motion carried.

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

**Public Comments:** E. Fluck commented on the new sidewalk as well as the return of the jigsaw table.

**Treasurer's report:** Operations-**Total income:** \$134,073.67. **Total expenses:** \$37,148.48, **Vendor's bills** totaled \$134,718.95 for September. Motion to pay vendor bills by E. Shumaker, all in favor; motion carried.

**Renovation Budget Report:** Total Income: \$67,095.60; Total Expenses: \$0.00

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

- Overdrive checkouts-864, MEL: Borrowed 214, Loaned 82; Patrons through doors: 4,313. Small meeting room uses: 72; Community Room uses: 363 (includes Halloween Party 180)
- Programs:
  - Hike Our Preserves with Van Buren Conservation District continues: Participants who sign up get walking sticks, maps and the fees are covered by the library
  - Monday Bingo at 1:30 through the end of November with plans to restart in early 2024. VB Mental Health runs the game
  - November 15, 2pm: Friends of the Library
  - November 18: 11-1 – Brick Builders
  - November 23: Closed for Thanksgiving
  - December 25 & 26: Closed for Christmas
  - January 1, 2024: Closed for New Year's Day
  - J. France reports starting work on the annual report
  - New, smooth sidewalk installed on south of the library. Contractor recommends not using salt on it for the winter so it can cure.
  - New microfilm machine has arrived and is installed.
  - Catalogue computers are being relocated so they are not confused with PCs for patron 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" – currently have 3 ukuleles; Friends of the Library wish list; Possible Ice Breaker Book Sale.
  - Mitten Tree is collecting hats, scarves & mittens

**Correspondence:** None

**Old Business:**

- Employee Benefits: Insurance quotes were reviewed and discussed. J. France recommends staying with the Priority CAP HSA plan. Cost increase is \$3541. J. Stein moves, G. Sprietzer supports: motion carries.
- Colonial Life: Plan will cover any employee working 20 hours or more with accident and hospital indemnity at an annual cost of \$3,857.88. E. Shumaker moves to try it for one year and reevaluate. Motion carries.
- Review Library Open Hours: Review of current hours and patron usages reveals that Mondays and Tuesdays have good use through current hours (till 8 pm). Wednesday and Thursday usage drops significantly after 6 pm. Suggested "winter" hours change is to close at 6 pm Wednesdays and Thursdays and other days remain the same from December 4 – April 27, 2024. E. Shumaker moves to change hours as recommended. Motion carries.

**New Business:**

- None

**Board Comments:**

- M. Lampe asks if there has been any plan development of senior book bag program with Senior Services. To date no presentable work is completed.

**Adjournment:** Motion to adjourn by M. Lampe; all in favor. Meeting adjourned at 8:13 PM.

**Next regular meeting: December 12, 2023 – 7:00 PM**

**Respectfully submitted,  
Margery Lampe, Secretary**

