

**Shelby Area District Library
Board Meeting Minutes
Tuesday, March 28, 2023 @5:30 p.m.**

Attendance: Heidi Fleming, Margaret Clune, Tiffany Haight, Connie Near, Jay Burrows, Amanda Mazur and Ann Campagna.

Not in Attendance: None

Call to Order: The meeting was called to order by Connie at 5:33 p.m.

Additions to agenda: None

Public Comment: None

Minutes: A motion to approve the March meeting minutes was made by Jay and seconded by Ann. Motion carried.

Financial report: There were no questions concerning the financial accounts or the bills that were paid.

As of April 25, 2023 totals for the accounts were:

Savings - \$165,733.94

Checking - \$12,819.47

CD - \$12,545.41

Total - \$191,098.82

A motion to approve the March Financial Report was made by Ann and seconded by Amanda. Motion carried.

Unfinished Business:

Library Open House - After a short discussion, the date selected is Monday, July 24 from 5-7 pm. Tiffany plans to visit the district's townships to invite them personally. There will be some give-aways, drawing for a gift basket, library tours, and other activities. The summer reading program will still be going, so that program can also be promoted.

Heidi joined the meeting at 5:40 p.m.

Strategic Planning - What categories do we want to focus on? When Tiffany visits the townships she can approach them to see if they have any ideas for future services or programs from the library.

The board members should let Tiffany know if they want any other categories than presented (from handout of the Pentwater Library Planning process).

Grant opportunities are a possibility for money to support programs and the needs of the library. New outreach possibilities to the Spanish community. Book delivery to homebound seniors. Surveys will go out in May or June (Board & Staff).

New Business:

Signatories: The names need to be updated on the bank accounts. A motion was made by Connie and seconded by Ann to remove Melissa Dyer and add Margaret Clune on the bank accounts. Motion carried.

Amnesty Month - to forgive fines on books and other items so people will return them. The librarians give reminders when items become overdue so patrons can avoid paying the fines. Tiffany said items that have been out a long may get returned when an amnesty is given. A motion to have a month long amnesty in July was made by Ann and seconded Connie. Motion carried.

Website - Tiffany was contacted by Streamline website services and given information that she passed on to the Board. Amanda's business (Envigor) provides the services we need to get a new website up and running. She said with a company like Streamline we would get locked in and hosting fees are high. She and her husband would be willing to do an in kind service to develop a new website. They can make it ADA compliant, mobile friendly, create an event calendar, a translation tool, ADA font readable, and a reader program for the visually impaired. Children and young adult comprehensive. A \$300 per year fee plus domain name renewal. Training for Tiffany and the staff to edit the website, to add events and pictures. A motion for Amanda to create a new Shelby Area District Library website was made by Ann and seconded by Jay. Motion carried.

Budget Amendments -

INCOME

403.000 - Current Property Taxes

Increase by \$4,000.00 (from \$135,000.00 to \$139,000.00)

As of March 31, we have received \$140,284.17 for last fiscal year's tax payments, so Tiffany feel s confident that we can increase this line item.

This increases Total Income by \$4,000.00 (from \$281,200.00 to \$285,200.00).

EXPENSE

715.100 - Payroll Retirement

Increase by \$3,000.00 (from \$3,000.00 to \$6,000.00)

At the time this year's budget was proposed, it was assumed that the library's retirement contributions would drop down from 4% to 2%; however, they were actually kept at 4%. Last year's contributions totaled \$5,748.10.

750.600 - Computer Software

Increase by \$1,000.00 (from \$5,000.00 to \$6,000.00)

As of March 31, we've spent \$5,379.29 for OverDrive and Verso.

This increases TOTAL EXPENSE by \$4,000.00 (from \$281,200.00 to \$285,200.00)

A motion to approve the budget amendments was made by Ann and seconded by Connie. Motion carried.

Friends of Library Report:

Connie reported that the Garden Sale will be June 3rd from 9 am-12 pm. The Book Sale is in August. Friends By-laws were updated. Cindy was elected to the state Friends of Michigan Libraries Board. A pet photo contest was brought up, but may not happen.

Cindy is asking for written testimonials on how the library has made a difference in your life. Send any testimonials to Tiffany for inclusion in the monthly newsletter.

Board Discussion: Jay asked if we get any complaints about the books in the collection. Last year there was one complaint, but once the person spoke to Tiffany it didn't go any further. People who have a problem with a book need to fill out a form in order to go forward and they must read the book. Ultimately the final decision

goes to the board. Parents are expected to police their children. Connie shared an experience she had once with a couple of Benona school complaints.

Director's Report

A grant from MMLL for \$828.00 was received to purchase "art bin" containers to house craft kits. This will eliminate using Hefty bags that just get thrown away. The containers are bigger than projected, so the sky's the limit on what we can use them for beyond the craft kits. Luckily we had just enough storage space to house them.

National Library Week is April 23-29. We have a guessing game (with prizes provided by Friends) and color a bookmark (provided by Friends) all week. We encourage patrons to bring in a friend or family member who hasn't visited the library before or who hasn't been in for a few years to be entered in a drawing for a gift basket. Bonus entry if that person registers for a library card. Bring a friend has been extended into May.

The library received \$1,500 from the Shelby Optimist Club for the youth summer reading program. We have Mr. Jim's Stacking Cups program and Tipping the Scales Exotic Animal Experience already booked for June and July.

The Audit takes place the week of May 1. Eric hopes to present to you at the May Board Meeting.

Tiffany shared that she had spoken to Shelby Township Supervisor, Richard Raffaelli. He was letting her know that the township is planning to have a story board walk in the new township park on Buchanan Road. They are trying to get a grant for the installation.

Tiffany talked about sending the Annual report with the statistics on the library's usage by patrons to the township boards and some organizations so they can see the benefits of the library services.

The meeting was adjourned by Heidi at 6:17 pm.

Submitted by

Margaret Clune

Secretary-Treasurer

Next Board Meeting
May 23, 2023 in the Meeting Room at 5:30pm