

**Shelby Area District Library
Board Meeting Minutes
Tuesday, August 22, 2023 at 5:30 pm**

Attendance: Heidi Fleming, Connie Near, Jay Burrows, Amanda Mazur, and Library Director Tiffany Haight.

Not in Attendance: Margaret Clune, Ann Campagna

Call to Order: The meeting was called to order by Heidi at 5:36 p.m.

Additions to Agenda: none

Public Comment: none

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

Financial Report: Jay asked about the high electricity cost which Tiffany attributed to heavy use of the air conditioner. Jay asked about age of the unit and whether we should consider updating the unit in the future to save on costs.

As of August 22, 2023 totals for the accounts were:

Savings – \$136,153.06

Checking – \$10,069.34

CD - \$12,636.71

Total - \$158,859.11

A motion to approve the Financial Report was made by Jay and seconded by Connie. Motion carried.

Unfinished Business:

L-4029 (2023 Tax Rate Request) – A motion to sign off on the L-4029 was made by Jay and seconded by Connie. Motion carried.

Signatory Addition of Board Member on Savings – A motion to add Margaret as a signatory to the savings account was made by Connie and seconded by Jay. Motion carried.

CD Signatory Deletion/Addition – A motion to add Margaret as a signatory to the CD and remove former board member, Janie Glerum, was made by Connie and seconded by Jay. Motion carried.

New Business:

Budget Amendments – Tiffany discussed some minor changes in the budget. Among these were a decrease in penal fines which are hard to predict from year to year, and an increase in spending on the Local History project, computer software, audit fees, and programs. Total expenses were adjusted from \$285,200 to \$287,800.

A motion to accept budget amendments was made by Jay and seconded by Connie. Motion carried.

Website and Logo – Amanda presented the logo concept and website mockup with positive feedback from the board.

A motion to sign off on both the logo design and website design was made by Connie and seconded by Jay. Motion carried. Amanda will proceed with the development of the website.

Copy Machine/Printer Lease – With the lease of the copy machine and printer expiring soon, Tiffany presented the board with two proposals from Michigan-based companies: Applied Imaging and Noordyk. Both companies appear to offer more local and responsive customer service as well as competitive pricing and terms. Tiffany and the Board discussed whether buying a color printer for patron printing outright might be more feasible than leasing. Amanda asked about the possibility of leasing one machine to handle all printing/copying tasks as opposed to two. Tiffany explained that they have had issues doing that with the current set up but it might be possible with a new machine. Tiffany is going to speak to the two companies to revise their quote to include just the one machine lease and share her findings with the board at the next meeting.

Friends of the Library Report:

Connie reported that the Used Book Sale raised about \$2,000 at the sale and Tiffany said \$150 more in donations were given at the circulation desk on Monday. Connie said the total raised was not quite as much as last year (~\$2,300) but better than pre-Covid years. In other news, the Pet Photo Contest has started collecting entries and will run from September 18th-October 18th. And finally, the Friends will be sponsoring a speech contest for high school students with the topic of “What the Library Means to Me” in

conjunction with English teachers at Shelby High School. The next Friends meeting is October 19th at 5pm in the Library Meeting Room.

Directors Report:

- Tiffany provided results from the survey collected during the Library Open House. Surveys are still available at the circulation desk and Tiffany is considering collecting online survey responses as well. Results will help inform the strategic planning process.
- The library will be closed on Thursday September 21st for staff to attend the MMLL meeting.
- The library will be hosting a “Crafty Wednesday” event on September 20th from 5-7pm. Participants can bring their own project to work on or select one from the “craft buffet” to use up leftover craft kits.
- Dementia Caregiver Support Group will start meeting once a month at the library with the first meeting set for September 6th at 10am in the meeting room.
- There will be a new free technology education program rolling out in partnership with the AT&T Connected Learning Program. The first course is set for September 14th at the library.

The meeting was adjourned by Heidi at 6:33pm.

Submitted by

Amanda Mazur

Board Member

**Next Board Meeting
September 26, 2023 in the Meeting Room at 5:30 pm**