

**Shelby Area District Library**  
**Board Meeting Minutes**  
**Tuesday, February 28, 2023 @ 5:30pm**

**Attendance:**

Present - Director Tiffany Haight, Amanda Mazur, Ann Campagna, Connie Near, Margaret Clune, Heidi Fleming, Jay Burrows.

Not in Attendance - None

**Call to Order:** Called to order at 5:32 by Heidi Fleming

**Additions to Agenda:** None

**Public Comment:** None

**Budget Hearing:** A motion to adjourn the regular meeting for the budget hearing was made at 5:42 p.m. by Connie and seconded by Ann. Motion carried.

The projected budget prepared by Tiffany and Jerriane for the 2023/2024 fiscal year was presented to the board for approval. There were some questions asked about some of the budget items and discussion on those items. 2% for the 457 retirement and 5% wage increase was included in the budget. These amounts are considered each year by the board and amendments made as needed to keep the budget balanced.

A motion to accept the budget as presented was made by Margaret and seconded by Ann. Motion carried.

A motion to adjourn the budget hearing and return to the regular meeting was made by Amanda and seconded by Margaret. Motion carried.

**Minutes:**

A motion to approve the January minutes was made by Jay and seconded by Ann. Motion carried.

**Financial Report:**

- Savings - \$186,040.27
- Checking - \$14,753.07
- CD - \$12,513.03
- Total - \$213,306.37

There was some discussion about the money needed for the February utilities. Budget amendments will be voted on later in the meeting. A question was asked about the law firm that was paid for the tax levy resolution wording. They are the legal firm the library always uses.

A motion to approve the January financial report was made by Connie and seconded by Ann. Motion carried.

A question concerning the large amount in the savings account was discussed. Possibility of investment was brought up. Also asked whether the money might be needed if the change in minimum wage happens during the year or money might be needed for building repairs.

**Unfinished Business:**

457 Plan Percentage - Currently 4% (reduced to 2% in the new budget) . Jay made a motion to leave the 4% for the new budget year. Ann seconded. Motion carried.

Cost of Living 2023 Wage Increase - Jay made a motion to increase everyone's wages by 5 % for the new budget year and Connie seconded. Motion carried

**New Business:  
Budget Amendments**

**INCOME**

**403.000 - Current Property Taxes**

Increase by \$2,500.00 (from \$130,000.00 to \$132,500.00). We received \$135,397.99 last year.

**This increases TOTAL INCOME by \$2,500.00 (from \$292,000.00 to \$294,500.00)**

**EXPENSES**

**715.100 - Payroll Retirement**

Increase by \$300.00 (from \$5,500.00 to \$5,800.00). Our contribution as of February 10 was \$5,530.93. We have one more pay period, so we will contribute approximately \$220.00 more.

**727.400 - Local History**

Increase by \$400.00 (from \$2,000.00 to \$2,400.00). We've spent \$2,348.61 as of February 10.

**750.100 - Petty Cash**

Decrease by \$200.00 (from \$200.00 to zero). We haven't needed to use it this fiscal year.

**750.200 - Books**

Increase by \$500.00 (from \$11,500.00 to \$12,000.00). We have spent \$11,010.77 as of February 10.

**924.000 - Utilities**

Increase by \$1,000.00 (from \$10,000.00 to \$11,000.00). We've spent \$9,754.73 as of February 10 with February gas, electric, and water bills still to pay.

**930.000 - Contracted Repairs and Maintenance**

Increase by \$300.00 (from \$3,000.00 to \$3,300.00). We've spent \$2,912.54 as of February 10. Further cost will depend on the weather.

**956.000 - Miscellaneous**

Increase by \$200.00 (from \$1,100.00 to \$1,300.00). We've spent \$1,260.00 as of February 17. The last bill for legal advice was \$225.00.

**This increases TOTAL EXPENSES by \$2,500.00 (from \$292,000 to \$294,500.00)**

A motion to approve these amendments was made by Amanda and seconded by Ann. Motion carried.

**Resolution Approving Budget & Certifying Tax Levy**

A copy is sent to the village and the township and the county equalization department. The resolution states that the board of trustees has approved the 2023/2024 budget and has determined that the maximum allowable tax shall be levied to provide funds for the operation of the library. A motion to adopt this resolution was made by Jay and seconded by Connie. Motion carried.

**Library Open House Date**

April 24-29 is Library Week. Tiffany is planning to have an open house for the library and would like board

members to attend. It will be an after hours gathering to get people in the doors to learn about the library and the services it provides.. Discussion was tabled until next month pending further details.

### **Annual Report**

Tiffany presented the annual report for 2022/2023 detailing current information about the library operations and statistics.

It was asked if there were numbers for prior years to compare with this year's report. Tiffany will get some numbers together for the next meeting.

### **Friends of the Library:**

No meetings since January so nothing to report.

### **Directors Report**

National Reading Month: Tiffany sent emails to principals at Thomas Read and ECC to share with their teachers. The library is inviting classes to visit the library for a storytime and a tour.

We will begin working on the library's strategic planning process at the next meeting.

1,000 Books Before Kindergarten Program: Tiffany will deliver 140 bookmarks with information about this new program to the ECC for their parent-teacher conferences.

Weeding project is done. Discarded books were placed in the meeting room for free (donations accepted).

We now have space to grow (and putting books back is so much easier!). From *BookRiot.com*: "Weeding books in libraries is as important as purchasing new ones. Sure, it can make some people feel uncomfortable. And to some community members who use a public library it can be seen as sacrilege.

However, weeding is crucial for a healthy, thriving library and will actually increase circulation and overall usership." We're already seeing more patrons "in the stacks."

An Open Paint Night for teens and adults will be held on Tuesday April 4 at 5:30pm. This is a great way to use up canvases we have left over from previous events. Registration begins March 17 at 9am. Classes fill up fast.

### **Board Discussion**

A question came up about the cost of the copier lease. Tiffany is checking on a new copier lease with a different company. Michigan Office Solutions is not working out. The price keeps going up despite assurances to reduce it and Tiffany is not getting good explanations. We are contracted until 2024 on the current lease. With a new company Tiffany is looking to reduce the number of years for the lease.

**Heidi adjourned the meeting at 6:10p.m.**

**Next Board Meeting is  
Tuesday, March 28 at 5:30 p.m. in the Meeting Room**

Submitted by

*Margaret Clune*