

Shelby Area District Library
Board Meeting Minutes
Date: Tuesday, January 24, 2023

Attendance:

- Present - Director Tiffany Haight, Jay Burrows, Amanda Mazur, Ann Campagna, Connie Near, Margaret Clune, Heidi Fleming.
- Not in Attendance - None

Call to Order: The meeting was called to order at 5:34 by Heidi Fleming. She welcomed the two new members, Jay Burrows and Amanda Mazur, to the board.

Additions to Agenda: None

Public Comment: None

Minutes:

- A motion to approve the minutes of November 22, 2022 was made by Margaret and seconded by Connie. Motion carried.

Financial Report:

- Savings - \$91,060.07
- Checking - \$6,025.93
- CD - \$12,496.05
- Total - \$109,582.05
- A motion to approve the financial report was made by Ann and seconded by Connie. Motion carried.

Unfinished Business:

- None

New Business:

- Oath of office for new members of the board, Jay Burrows and Amanda Mazur.
- **Budget Amendments** - Under Income: Fund Reserves - Increase from \$9,800 to \$10,200 for budgeting purposes only.
- Library Card Fees - Increase from \$300 to \$400 due to money received (\$320) as of January 16.
- Book Fines/Fees - Increase from \$500 to \$800 due to money received (\$667.44) as of January 16.
- Donations/Gifts - Increase from \$13,000.00 to \$13,500 due to money received (\$13,404.80) as of January 16.
- Donations Friends - Increase from \$6,000 to \$6,100. Money received, \$3,665.37 as of January 16. Another \$2,350 will be received by the end of the fiscal year.
- Other Revenue - Increase from \$1,000 to \$1,300 due to money from lost/damaged books and book sales (\$1,123.42) as of January 16.
- Copy Machine Revenues - Increase from \$5,000 to \$5,100 due to money received (\$4,547.12) as of January 16.

- Total Income increase of \$1,800.
- Supplies/Collections - Increase from \$2,000 to \$2,200. As of January 16, \$2,089.87 was spent.
- Local History - Increase from \$1,500 to \$2,000. As of January 16, \$1,947.91 was spent.
- Copier Lease - Increase from \$5,800 to \$6,300. As of January 16, \$6,219.96 was spent.
- Books - Increase from \$11,000 to \$11,500. As of January 16 \$10,858.46 was spent.
- Repairs and Maintenance Supplies - Increase from \$1,000 to \$1,100. As of January 16 \$959.32 was spent.
- Total Expenses increased by \$1,800.

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

- **Township Service Contracts** - The townships of Otto, Ferry and Claybanks will be requested to go under one year contract for payment to the library of their penal fine monies. The contract will automatically renew for two years unless they terminate. There is a six month termination notice requirement after the first year. Benona recently renewed a millage for four more years and Grant patrons pay for library services individually. A motion was made by Connie to approve the new contracts, Ann seconded and the motion was carried.
- **Budget Hearing** - The Library Budget and Public Hearing will be held in February during the regular board meeting. A public hearing notice will be published in Oceana's Herald-Journal prior to the hearing. Connie made a motion to approve. Ann seconded. Motion carried.
- **Election of Officers** - The slate of officers was presented for President - Heidi Fleming; Vice-President - Connie Near and Secretary/Treasurer - Margaret Clune. A motion was made by Connie and seconded by Ann to approve the slate of officers. Motion carried.
- **Library Budget for 2023-2024 and Wages/Paid Sick Leave** - Because the minimum wage increase in Michigan is not yet settled, next year's budget for wages/paid sick leave is on hold. Tiffany will be attending webinars to get the latest information concerning this. Discussion will take place at the February meeting when she will know more. Payroll retirement (457 Plan) is now at 4%, but the board can adjust that amount each year, if needed for savings in the budget. Concerning the overall budget numbers, the township money will be coming in between now and the end of February (end of our fiscal year).
- Meeting time for the board will remain on the fourth Tuesday of the month at 5:30 p.m.

Friends of the Library:

- Connie summarized the highlights noting that about \$5,000 was made on the Celebration of the Trees and the year end profit total was about \$8,500. Tiffany presented a list of possible projects to fund in the amount of \$1,650, which was granted and an additional \$700 was voted for library media.

Directors Report

- The staff will be encouraging families to register their child(ren) for the *1,000 Books before Kindergarten Program* at the circulation desk. A Wall of Fame in the library will show the participants progress and there will be incentives for every 100 books read.
- *Take Your Child to the Library Day* is Friday, February 3 from 3-5 p.m. Read Early Read Often will pass out free books, there will be 2 storytimes, Friends of the Library will be providing crafts and volunteering at the event.
- Movie Binge Boxes are available for checkout on Fridays in January and February.

- *Love Your Library Month* is in February. We will have fun activities and prizes all month.
- No 10 a.m. story times on Friday, February 3 and 10.
- The State Aid Report was submitted on January 17.
- We will take part in the “One Seed, One State” event this spring. “Grand Rapids leaf lettuce” is the featured seed in 2023.

Heidi adjourned the meeting at 6:19 p.m.

**Next Board Meeting is
Tuesday, February 28 at 5:30 p.m. in the meeting room.**

Submitted by
Margaret Clune