

Shelby Area District Library
Board Meeting Minutes
Tuesday, May 23, 2023 @ 5:30 p.m.

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

Not in Attendance: Jay Burrows

Call to Order: The meeting was called to order by Heidi at 5:31 p.m.

Additions to agenda: None

Public Comment: None

Audit Presentation: Eric Van Dop, Brickley DeLong was in attendance to present the audit outcomes for the year ended February 28, 2023. There were no deficiencies identified concerning the financial statements or in dealing with management in the preparation of the audit of the library. The library saw an addition to the fund balance this year for the first time in several years. Overall the library was given a high opinion in the audit.

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

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

As of May 23, 2023 totals for the accounts were:

Savings - \$158,263.22

Checking - 11,007.32

CD - \$ - 12,561.91

Total - \$181,832.45

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

Unfinished Business:

Hoopla - Tiffany has been getting inquiries about Hoopla, a web and mobile library streaming platform. Hart & Pentwater Libraries are using the service, but only card holders for their library are allowed to use it. The app is available on Roku also with a valid library card number. Normally a \$2,000 deposit is required that is used up as patrons check out materials, but Tiffany asked about a monthly payment (Pentwater does this) that could be included in our budget. Check outs can be limited by the library per patron per month. There are no holds, streaming of movies, comics, music, TV episodes and ebooks. The unused money rolls over. They will give recommendations on patron check outs and the amount we pay. Money is reimbursed if we decide to end usage. Hart spends \$250/mo. Tiffany will check on more information. They would want us to set a budget for what we want to spend. It was decided to table it until the next meeting.

Strategic Planning - Staff had a brainstorm session on a 5 year plan. Tiffany gave out a list of ideas they discussed. Any ideas we have to bring to next month's meeting would be welcome. Some discussion about

services that people can get through local libraries and the state library brought up the Michigan Activity Pass. You can get a pass to cultural destinations, state parks and recreation areas. Long term goals may help getting other new ideas that help in the community, such as help with reading, filling out forms, preparation for getting a driver's license, and computer lessons. In some areas social workers meet with families. In our area lack of web access can be a problem for some families to take advantage of available services.

New Business:

Pandemic Clause for the Meeting Room - With the changes in the pandemic rules in May, eliminating the clause in our policy is recommended. A motion was made by Connie and seconded by Ann to remove the pandemic clause from the Meeting Room Policy. Motion carried.

Health and Wellness Policy - Changes also need to be made for the Health and Wellness Policy. A motion was made by Ann and seconded by Amanda to remove the first three sentences of the Health and Wellness Policy referring to close contact. Motion carried.

Michigan Public Library Trustee Manual - Tiffany passed out information on access to the website for the trustee manual to find additional information we may want. Also, the Public Library Financial Management Guide is available if needed.

Friends of Library Report: The Anything Goes Plant sale is taking place on June 3, 9-12 on the library lawn. Donations are accepted and plants may be dropped off in the meeting room or on the day of the sale.

Director's Report:

Summer Reading Program dates have been announced for June 13-July 31. The reading program is for kids, teens, and adults. Registration begins June 13 at 9am.

Tiffany plans to attend Shelby Township's July meeting and drop off an invitation to Benona Township to invite township officials to our open house. She's not able to attend Grant Township and Shelby Village Council meetings, but will either drop invites off during office hours or mail them.

Local History Open House is set for Saturday June 24th from 1-3pm.

Library Open House is Monday July 24th from 5-7pm.

The Library will be closed Monday, May 29 for Memorial Day observance.

The meeting was adjourned by Heidi at 6:30 pm.

Submitted by

Margaret Clune

Secretary-Treasurer

Next Board Meeting
June 27, 2023 in the Meeting Room at 5:30 pm