

Shelby Area District Library
Board Meeting Minutes
Tuesday, October 24, 2023 @ 5:30 p.m.

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

Not in Attendance:

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 September meeting minutes was made by Amanda and seconded by Ann. Motion carried.

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

As of October 24, 2023 totals for the accounts were:

Savings - \$96,683.96

Checking - \$7,905.96

CD - \$ - 12,718.43

Total - \$117,308.35

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

Jay requested that the Profit/Loss Performance Sheet shows previous year (2022) to current year (2023) performance so we have a clear comparison on spending/income. Margaret requested that we see where the deposits are from.

Heidi arrived and continued the meeting.

Unfinished Business:

Fund Balance Policy - It is recommended that we should have a year's budget in the fund balance. To evaluate the necessity of a policy for our library, Tiffany looked at other libraries in the state. After some discussion the board agreed it was a good idea to put a policy in place. Looking at the policy that Tiffany presented, Margaret proposed the designated person for the Assigned Fund Balance amounts should be the Library Director, not the board treasurer.

A motion was made by Ann and seconded by Jay to adopt the fund balance policy developed by Tiffany with the change that the library director for the Assigned Fund Balance be the designated person. Motion carried.

CD - The CD comes up for renewal again in January. There was a discussion about what amount of permission to give to renew/change the CD. Jay was in favor of giving Jerianne and Tiffany authority to renew. Margaret suggested we change the parameter to 2 years or less so there is some leeway for getting a better interest rate. Amanda made a motion to renew the current CD for 2 years or less with the best rate. Ann seconded. Motion carried.

New Business:

Board member terms that expire in December are Ann and Margaret.

Ann will not renew. Margaret will stay on for another 3 years.

Ross Field was suggested to replace Ann. The board agreed Tiffany should approach him.

Friends of Library Report: Kathy Shea took over the garden maintenance upon Diana Clark's "retirement".

They voted to raise the wage to \$15/hr.

The book sale raised approximately \$2,500. There was discussion about changing the pricing method and beefing up donations, plus the challenges that the co-chairs dealt with - old moldy books, an overabundance of children's books (some were given to Tammy Carey for passing out at the county fair and some are in storage for next year). Celebration of the Trees was discussed and volunteer sheets were passed around. Same format as last year with fewer items for bidding. The Buy It Now table will be available also..

Director's Report:

Fund Balance Policy: Correction/suggestions/deletions were discussed. (Under Unfinished Business - A motion to adopt the policy was made and passed.)

Board Member Terms: Margaret and Ann are eligible to serve another 3 year term, otherwise options for replacements will need to be sent to the township/village. (Resolved under New Business)

Board Discussion:

Strategic Planning - Current process is getting ideas from the the board and staff. Surveys were taken at the library open house in July. Tiffany is interested in getting information out at local events. Amanda suggested the outreach to younger families is an important goal. Tiffany reported that the 1000 books programing is bringing in new people. Library card sign ups have been successful also. Community involvement, providing coffee for patrons with a donation jar, getting library brochures out about the resources available were discussed.

Heidi inquired about the Hoopla service. Tiffany indicated it is going well. We are getting to \$300 per month so may have to make some restrictions to keep cost down. Tiffany may approach the Friends for help with the payments. Mostly movies and books are being checked out. Louise Penny books have been popular and are a \$3.99 charge so we may need to lower options by price. Library 101 classes have been given. Programs are bringing in new people. Heidi and Amanda asked about the activities for kids in the Kids Section that were removed during covid. Tiffany said some of that could come back.

Upcoming programs are Painted Santa stories and a Polar Express Storytime with activities.

The meeting was adjourned by Heidi at 6:31 pm.

Submitted by

Margaret Clune

Secretary-Treasurer

Next Board Meeting

November 28, 2023 in the Reading Room at 5:30 pm