

**Shelby Area District Library**  
**Board Meeting Minutes**  
**Tuesday, September 26, 2023 at 5:30 pm**

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

**Not in Attendance:**

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

**Additions to Agenda:** Item concerning the Certificate of Deposit under New Business

**Public Comment:** None

**Minutes:** A motion to approve the August meeting minutes was made by Connie and seconded by Amanda. Motion carried.

**Financial Report:** As of September 26, 2023 totals for the accounts were:

Savings – \$ 116,199.02

Checking – \$ 9,857.77

CD - \$ 12,678.31

Total - \$ 138,735.10

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

**Unfinished Business:**

The current copy machine lease will expire in January. Tiffany previously presented the board with quotes and information from two different companies, but she had new information to present because the board had asked if we could get along with just one printer. She contacted Hart and Pentwater libraries to see what they use (both use two) and she talked to our staff to get their thoughts on going to one machine. Consensus was that two would be better for keeping work flow and public use consistent. There was discussion about the two quotes and Tiffany's feelings about the companies as she dealt with the representatives. Both quotes are far less than the current lease. Both companies would work with the staff and help to keep the price down. Toner will be included with lease. Quote is for 3800 b/w and 1200 color copies. A 5 year lease with a 10% increase per year. We can change the quota for number of copies if we don't use the amount initially indicated. The number for b/w copies differs in the paperwork, so Tiffany will find out the correct number.

After the discussion the board decided this should be taken care of at this meeting.

A motion was made by Ann and seconded by Connie to accept the quote from Noordyk Business Equipment for \$292.80/mo. for two machines. Motion carried.

**New Business:**

**Budget Amendments**

**INCOME**

**500.000-Fund Reserves**

Increase by \$1,500.00 (from \$12,500.00 to \$14,000.00)

*For budgeting purposes only; no money actually goes into or out of this account.*

*This increases TOTAL INCOME BY \$1,500.00 (from \$287,800.00 to \$289,300.00)*

**EXPENSES**

727.400-Local History - Increase by \$300.00 (from \$700.00 to \$1,000.00)

*We've spent \$913.30 as of September 20, 2023.*

750.600-Computer Software - Increase by \$900.00 (from \$6,200.00 to \$7,100.00)

*We've spent \$6,289.60 as of September 20, and we will have 6 more months of Hoopla, at approximately \$135-\$140 per month.*

858.000-Memberships & Dues - Increase by \$300.00 (from \$6,000.00 to \$6,300.00)

*We've spent \$6,290.05 as of September 20.*

*This increases TOTAL EXPENSES by \$1,500.00 (from \$287,800.00 to \$289,300.00)*

Ann made a motion to approve the amendments as presented and Amanda seconded. Motion carried.

Tiffany completed her Financial Management Certification from University of Georgia provided by the Library of Michigan. She chose Fund Balance Policy for her final project which was reviewed by the professor. She presented her Fund Balance Policy to the board for review prior to our next meeting. We do not currently have a fund balance policy so the goal is for the board to adopt this policy after review and discussion.

CD renewal - Jerianne would like our approval to renew the CD each time it comes due. A blanket approval was discussed, but the board would prefer to know the details ahead of time. Also to review what is an appropriate length of time. Tiffany will talk to Jerianne to clarify what she is asking and possibly attend the next meeting. After discussion this was tabled to the next meeting.

**Old Business:** Strategic Plan - This will be worked on at the next meeting. The board is asked to provide ideas for moving the library forward in the coming years. An online survey is being planned and we could provide some questions for the survey. Amanda will help Tiffany get the survey set up.

**Friends of Library Report:** Next meeting Thursday, October, 19 at 5pm in the meeting room.

**Director's Report:**

The items in Tiffany's report were covered under Old and New Business with the information on the copy machine lease and the Fund Balance Policy.

The meeting was adjourned by Heidi at 6:20 pm.

Submitted by

*Margaret Clune*  
Secretary/Treasurer

**Next Board Meeting**  
**October 24, 2023 in the Meeting Room at 5:30 pm**