

Shelby Area District Library
Board Meeting Minutes
Tuesday, April 23, 2024 @ 5:30 p.m.

In Attendance: Margaret Clune, Connie Near, Jay Burrows, Jean Lewis, Amanda Mazur and Library Director Tiffany Haight.

Not in Attendance: Heidi Fleming

Call to Order: The meeting was called to order by Connie at 5:30 p.m.

Additions to agenda: North entrance sidewalk

Public Comment: None

Minutes: A motion to approve the March meeting minutes was made by Jay and seconded by Jean. Motion carried.

Financial report: Jay questioned the negative property tax and delinquent tax on the Performance Report. Tiffany will check with Jerianne about it. There were no further questions concerning the Financial Report for the month of March.

As of April 23, 2024 totals for the accounts were:

Savings - \$178,791.68

Checking - \$9,827.14

CD - \$12,990.16

Total - \$201,608.98

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

Unfinished Business: Strategic Plan - Tiffany provided the board with a copy of the ideas from the staff and the board concerning items seen as important for the future of the library and also a copy of Pentwater Library's Strategic Plan pamphlet as an example. Each board member talked about what ideas they thought were a priority and some new ideas were also suggested. Many of the suggested goals had to do with meeting the needs of the community in ways we can better serve them and making Hispanic outreach a priority. Coordinating with other local organizations to help serve everyone. Tiffany is compiling a complete list for the next meeting and the board will whittle down the suggestions and choose which should be goals for the next year, 3 years and 5 years.

New Business: A Whistleblower Policy Draft was presented by Tiffany. It is something we hope is never needed, but is a good idea to have in place should a problem arise. Jay suggested we add an address to the complaint form as to where the complainant is to send it, and also for the person issuing the complaint, Tiffany will rework it and bring it to the next meeting.

Summer Open House - An open house was discussed and Monday, July 22, 4-6 p.m. was chosen for the date and time. In following our planning goals, there was a consensus that we use it as a resource fair for local organizations to be present and let people know about what community resources are available to them. We would like to plan for some outdoor booths, depending on the weather. The meeting room could be used for stations if outdoors isn't possible.

Friends of Library Report: During National Library Week April 8-12 the Friends provided goodie bags for patrons and eclipse watchers. Following their meeting on April 18th, they sponsored author, Barbara Bull, to speak at the library.

Refreshments were provided. They approved funding for the lighting conversion in the library, craft kits, school class visits. Three members attended the Annual Membership Meeting of the Friends of Michigan Libraries and came back with lots of ideas. Officers will remain the same and one board member was added. A grant for blood pressure monitors for the library came through also. Their next meeting is July 11 at 5 p.m.

Board Discussion: The sidewalk up to the north entrance needs repair. It was damaged by salt put on it in the winter. Tiffany was told it wasn't put in correctly and needs to be reconstructed so she will be getting quotes.

Director's Report:

Sample strategic plan document from Pentwater Library for your information..

I found a note with a door company and phone number in old records. I contacted them and they will be coming out to give us a quote on hard-wiring the current handicap door and making the other entrance handicap accessible. ALA's Libraries Transforming Communities grant might be a good fit for this project. Next grant round in the Fall of 2024.

May is my "get ready for summer reading program" month, so no programming in May!

Library's annual audit will be May 6-7. If all goes according to the schedule, auditors will be at the May 28th board meeting with a report.

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

Submitted by

Margaret Clune

Secretary-Treasurer

Next Board Meeting
May 28, 2024 in the Meeting Room at 5:30pm