

**Shelby Area District Library**  
**Board Meeting Minutes**  
**Tuesday, March 26, 2024 @ 5:30 p.m.**

**In Attendance:** Margaret Clune, Connie Near, Jay Burrows, Jean Lewis, Heidi Fleming and Library Director Tiffany Haight.

**Not in Attendance:** Amanda Mazur

**Call to Order:** The meeting was called to order by Heidi at 5:32 p.m.

**Additions to agenda:** None

**Public Comment:** None

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

**Financial report:** There were several questions - Margaret asked about the bottom line for the fiscal year ending in February, which was +\$3,502.96. Heidi asked about what Canva subscription is - it is the online program that Tiffany uses for making fliers, brochures and the newsletter. Tiffany pointed out the charge for A. Kaat Complete Care for the lawn service is a prepay for four weed and feed applications.

As of March 26, 2024 totals for the accounts were:

Savings - \$188,149.34

Checking - \$16,076.40

CD - \$ - 12,943.80

Total - \$217,169.54

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

**Unfinished Business:** Strategic Plan - Tiffany had provided the board with a copy of the staff discussion concerning items they saw as important for the future of the library and a copy of Goal and Objectives from 1998. Margaret had some comments and other ideas to consider that she will provide in writing to Tiffany. Connie questioned if we need to set a timeline for implementing the ideas. After the community survey is completed and we get the results back, we will start consolidating ideas and set goals for the next 5 years. There was discussion about involvement with the township at the new township park, like a story walk on the path at the park. Provided in English and Spanish.

Retirement Plans - Tiffany presented information from Ludington, Hart and Pentwater libraries. There was discussion about these plans, but no action was taken to make a change in our current policy.

**Friends of Library Report:** During National Library Week April 8-12 the Friends will prepare goodie bags for patrons and help during that week with events Tiffany needs help with. Following their meeting on April 18th, they are sponsoring author, Barbara Bull, to speak at the library. Refreshments will be provided also.

**Board Discussion:**

**New Business:** Credit Card Use Policy - Tiffany presented a proposed policy for credit card use by library employees. Currently Tiffany (Library Director), Quinn (Assistant Library Director) and Jerianne (Fiscal Officer) each have cards with different credit limits. Statements include all of the card balances. Receipts/vouchers are required for all purchases. Tiffany's card has an unnecessarily high credit limit. After discussion, it was decided that the credit limit be set at a

maximum of \$5,000. Quinn and Jerianne's cards are already below that amount. With the amount being set, the rest of the policy was accepted by the board. A motion was made by Jean and seconded by Jay. Motion carried.

**Director's Report:**

**Community Survey** - Please encourage library and non-library users to take the Community Survey. Deadline is April 15.

**Thank you** to Amanda and Andy Mazur. The website looks amazing!

**One Seed, One State Program:** this year's seed is Mammoth Long Island Dill. Seeds and a brochure can be picked up at the circulation desk.

**Summer Reading Program** - dates have been set. Monday June 17 at 11 am - Tipping the Scales Exotic Animal Experience will kick-off the summer. Registration will be the week of June 17. Tracking minutes read begins June 24 and runs through July 31. Shelby Optimist Club has donated \$1,500 towards our summer reading program for youth.

**Library will close** at noon on Friday March 29.

**April 8-12 is National Library Week.** Library Staff will have a **Spirit Week**. Friends of the Library are providing goodie bags to give patrons. **April 8:** Eclipse Viewing Party on lawn at 3pm. **April 10** at 5:30pm-kids ages 7+, teens, and adults can make bookmarks (registration required). **April 12** at 3pm-Money Smart Storytime for families (registration appreciated). **April 13** at 1pm-last Silent Book Club meeting until summer.

**Local Author** Barbara Bull on Thursday April 18th at 6:30pm. Friends of the Library are sponsoring this and providing refreshments. Books will be available for purchase.

**Lavender Art Project** April 24 at 5:30pm for teens and adults (registration required).

**I applied** for a MMLL Mini Grant for a 65" Roku TV for the meeting room. We did receive \$500 from the 1st grant cycle for hoopla. Total for the TV and a wall mount is around \$490.

The meeting was adjourned by Heidi at 6:14 pm.

Submitted by

*Margaret Clune*

Secretary-Treasurer

**Next Board Meeting**

**April 23, 2024 in the Meeting Room at 5:30pm**