

Shelby Area District Library
Board Meeting Minutes
Tuesday, May 28, 2024 @ 5:30 p.m.

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

Not in Attendance:

Audit Presentation: Eric VanDop of Brickley DeLong presented the findings of the audit his accounting company performed for the year ended February 29, 2024. Everything he needed was provided by Tiffany and Jerianne and the library is in good standing. For the last two years the library has been in the black at the end of the fiscal year.

Call to Order: The meeting was called to order by Heidi at 5:40 p.m.

Additions to agenda: None

Public Comment: None

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

Financial report: Margaret asked about where the reimbursements from the Friends of the Library show up in the financials. Tiffany said it is in the bank statements as deposits. There were no other questions concerning the Financial Report for the month of April.

As of May 28, 2024 totals for the accounts were:

Savings - \$165,569.58
Checking - \$6,106.46
CD - \$13,036.68
Total - \$184,712.72

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

Unfinished Business:

Strategic Plan (1 year, 3 year, 5 year) discussion postponed.

A Whistleblower Policy Draft was presented by Tiffany. Additions that were requested at last month's meeting were made. Margaret pointed out a typo. No one had any further changes. A motion to approve the Whistleblower Policy with the typo corrected was made by Margaret and seconded by Connie. Motion carried.

Summer Open House Update - There was discussion about who we are trying to target, if we should move the time to see what the response is and see who the predominant participants are. The board agreed to change the time to 10 a.m.-12 p.m. Tiffany will have information on interested organizations for next meeting before the open house on Monday, July 22. See Tiffany's note in the Director's Report.

New Business:

Budget Amendments - A motion to approve the proposed FY 2024-25 budget amendments was made by Connie and seconded by Jean. Motion carried. See below for the amendments.

No Fines July - Tiffany asked for the board approval to have a No Fines July. A motion was made by Jay and seconded by Jean. Motion carried.

Downsizing public computers concept - There are currently 11 computers for patron use. Some got closed down with covid restrictions and haven't been needed so Tiffany would like to remove the older ones. Carels would need to be removed. Lack of use is partially attributed to people being able to use their phones to print documents so printing isn't done through library computers. 5 computers are now in use. Consolidating the space would allow use of the space for other services. Covered computers don't look good and people think they aren't working. We could go to laptops except for possible theft (or tethering the laptop to prevent it) and life of laptops is shorter.

Closing Library for MMLL Annual Meeting September 19. A motion to allow closing the library for this day was made by Amanda and seconded by Jay. Motion carried.

Friends of Library Report: Garden sale is June 1 in the library garden. T-shirts were made with the Friends logo for wearing at Friends events. There are garden themed baskets being auctioned as well, Their next meeting is July 11 at 5 p.m.

Board Discussion: There was discussion concerning how to proceed with the Strategic Plan process. It was decided to turn the completed list of ideas back to the staff to prioritize and the board will revisit it at the June meeting.

Director's Report:

- We were awarded the grant to get a ROKU TV with wall mount.
- Summer reading flyers were delivered to ECC, daycare, and Shelby Elementary. I will also email the middle school and high school offices for their daily announcements. Thanks to the Friends of the Library for funding class visit kits. Teachers have been participating in our "Library 101" (storytime, tour, summer reading information, and goodie bag).
- We will be closed on Monday May 27.
- I will not be able to attend the June Board Meeting so Quinn will fill in for me. I hope to have a very rough draft of the strategic plan brochure/document ready by that meeting so that edits can be suggested at the August meeting.
- I met with Mary Barker about their community open house. They had success with the 11am-1pm time range. She sent out letters to organizations inviting them to the event and had a good response. They had about 100 people attend and it was outdoors. Free food. Shall we re-evaluate our time for the July open house?
- Data from the Community Survey will be available in September.
- Tipping the Scales Exotic Animal Experience (sponsored by the Friends) will be on June 17th
- at 11am. This will be our summer reading program kick-off with a rock snake installation in the garden and booths manned by the Friends, library staff, and local Girl Scout representative.
- Our grass has been growing like crazy, so I have requested weekly mows from our company. I will assess mid-June to see if we need to continue with that. I haven't even turned the sprinklers on!
- I am working on gathering estimates for a new sidewalk (a surface cap won't work as it won't last and is not recommended). Beckman Bros. only delivers cement they do not install cement. Ruggles came in around \$5,000. I will call Stovall for an estimate soon. We are still on a wait list with MJM for estimates on a water heater, water filling station, and now the knob that connects out sprinkler to the village water. Apparently we are responsible for that and ours is about to break.

The meeting was adjourned by Heidi at 6:35 pm.

Submitted by

Margaret Clune

Next Board Meeting

June 25, 2024 in the Meeting Room at 5:30pm

Budget Amendments

INCOME

407.000-Delinquent Property Taxes - Increase by \$700.00 (from \$9,500.00 to \$10,200.00)

On May 13 we received a check for \$10,130.29 for Shelby Township delinquent taxes.

500.000-Fund Reserves - Increase by \$5,800.00 (from 0.00 to \$5,800.00) *only.*

Remember, no actual funds go into or out of this account. It is for balancing purposes

This increases TOTAL INCOME by \$6,500.00 (from \$297,000.00 to \$303,500.00)

EXPENSES

775.000-Repair and Maintenance Fees - Increase by \$6,000.00 (from \$1,200.00 to \$7,200.00)

The LED lights conversion in April cost us \$5,829.13. We've spent \$5,898.78 as of May 7. (Note: the Friends reimbursed us the total amount for the LED lights conversion.)

910.000-Insurances - Increase by \$500.00 (from \$6,000.00 to \$6,500.00)

We've spent \$6,487.00 as of May 7.

This increases TOTAL EXPENSES by \$6,500.00 (from \$297,000.00 to \$303,500.00)