

**Shelby Area District Library  
Board Meeting Minutes  
Tuesday, June 25, 2024 @ 5:30 p.m.**

**Call to Order:** The meeting was called to order by Connie at 5:34 p.m.

**In Attendance:** Margaret Clune, Connie Near,, Jean Lewis, Amanda Mazur, and Library Director Tiffany Haight. Heidi Fleming (5:48 p.m) and Jay Burrows (6:00 p.m.).

**Not in Attendance:** None

**Additions to agenda:** None

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

**Financial report:** There were no questions concerning the Financial Report for the month of May.

As of June 25, 2024 totals for the accounts were:

Savings - \$147,141.73  
Checking - \$4,792.07  
CD - \$13,084.93  
Total - \$165,018.73

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

**Unfinished Business:**

Strategic Plan (1 year, 3 year, 5 year) ideas were consolidated in each category by the library staff for presentation to the board. Tiffany reviewed the staff's choices and talked about some of the items listed that are ongoing, some 1yr projects, and more that would be 3-5 years to complete. She will present the board with a brochure at the August meeting for approval or suggested changes.

Summer Open House Update - Open House will be on Monday, July 22 from 10 a.m.-12p.m.. Tiffany sent an open house form to many organizations to see if they are interested in having an information/activity booth. So far 12 have responded positively. A flier will go out and information will be in the library newsletter to let people know it is happening. There will be prizes and refreshments. Following the open house, Tiffany plans to make a list of the organizations that were in attendance and list their locations and services they offer to have available in the library for people to take. She will follow up with the organizations that have not responded yet.

**New Business:**

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

**Friends of Library Report:** Garden sale was June 1 in the library garden. There were garden themed baskets auctioned as well. T-shirts have been made with the new Friends logo for Friends members to wear at events. Their next meeting is July 11 at 5 p.m.

**Public Comment:** None

**Board Discussion:** None

**Director's Report:**

- **Canning Lending Library:** Tiffany is waiting on advertising guidance from the MSU Extension/New Era Farmer's Market, but we will soon lend a canning kit. This was made possible with a grant that was received by MSU Extension. All the libraries in Oceana County have a kit to lend out for a one week checkout.
- **Golden Township Situation:** One of their township trustees called me about services. I told him to contact Clare Membiela at Library of Michigan as there are guidelines with service areas. She has also spoken with the Hart Library Director.
- **Non-Resident Library Card Fees:** I sent an email to Clare to get her thoughts on non- resident cards and what other libraries are charging. If Golden does not contract with Hart by August 1, we will have to charge Golden residents if they want a card from us (even to get books in-house). With hoopla costs, I don't feel \$35/year is going to cut it anymore. I haven't heard back from Clare, but will follow up with her.. Even if Golden contracts with Hart and everything goes back to normal, I still feel \$35/year is not enough. Another possible option: we only offer hoopla to our library service area residents and not to non-resident cards. The board will need to focus on this at the August meeting and discuss what services we want to give free and what we need to charge for.
- **Summer Reading** is in full swing! Spread the word that registration is going on now. Registration has been slow. Activities will include Squishmallow and Smokie the Bear Parties. Weekly prizes for teens. End of summer reading prizes for kids and adults. Tiffany said they are hoping to restart Storytime/Playgroup in September.
- **Bank Deposits.** I asked Jerianne to start listing deposits on the "library bills" sheets.
- **We will** pick back up with strategic planning in August. At that meeting, I hope to have a brochure created for board review.

The meeting was adjourned by Heidi at 6:15 pm.

Submitted by

*Margaret Clune*

**Next Board Meeting**

**August 27, 2024 in the Meeting Room at 5:30pm**

**Budget Amendments**

**INCOME**

**670.000 Donations-Gifts**

Increase by \$600.00 (from \$4,000.00 to \$4,600.00)

*We've received \$3,755.00 as of June 12. We can reasonably expect some more donations this summer in memory of a former patron.*

***This increases Total Income by \$600.00 (from \$303,500.00 to \$304,100.00)***

**EXPENSE**

**807.000 Audit Fees**

Increase by \$600.00 (from \$7,000.00 to \$7,600.00)

*Our final cost for the annual audit was \$7,515.00 .*

***This increases TOTAL EXPENSES by \$600.00 (from \$303,500.00 to \$304,100.00)***