

**Shelby Area District Library  
Board Meeting Minutes  
Tuesday, October 22, 2024 @ 5:30 p.m.**

**Call to Order:** The meeting was called to order at 5:32 p.m. in the meeting room.

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

**Not in Attendance:** Connie Near

**Additions to agenda:** None

**Minutes:** A motion to approve the September 2024 meeting minutes was made by Jean and seconded by Amanda. Motion carried.

**Financial report:** There were no concerns with the Financial Report for the month of September 2024.

As of October 22, 2024 totals for the accounts were:

Savings - \$113,052.86

Checking - \$8,908.03

CD - \$13,276.56

Total - \$135,237.45

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

**Unfinished Business:**

Shelby Township Representative on Library Board - We need a new board member for Heidi's position because of term limitations. Several past board members were discussed as well as Sean Carey. Tiffany will approach Sean to see if he is willing to serve on the board.

Current computer space - Tiffany shared her recommendations included in her director's report.

**New Business:**

Budget Amendment - A motion to approve the budget amendments as presented to the board was made by Amanda and seconded by Jay. Motion carried. See budget amendments below.

Outdoor sign with hours and new logo at south entrance & bilingual signage inside library - Tiffany would like to replace the current sign in front of the library. The current sign is looking worn and dated. She would like to get the new library logo and the hours of operation on it. She will discuss it with Troy Near at Windridge Textiles and get estimates.

**Friends of Library Report:** The next meeting is October 24 at 5 p.m. during National Friends of Libraries Week. Celebration of the Holidays will be Nov. 19-23.

**Public Comment:** None

**Board Discussion:** A question was asked about the status of the handicapped button situation on the south entrance. Tiffany had gotten estimates for hardwiring that door as well as getting the north entrance doors made handicapped accessible. She is applying for a grant to cover the cost (approximately \$11,000). There could be an implementation date for getting the project completed if we were to get the grant.

**Director's Report:**

**Strategic Doings:** 1.) I received estimates for a water bottle filling station, new electric water heater (so we can tear down the chimney) and the valve to shut off sprinklers, from Bob's Plumbing. MJM never got back to me. Bob's was here within days after I inquired. I will be going to the Friends to request they pay for the water bottle filling station with Fross \$. I'd like to move forward with getting the new electric water heater (\$2,038.18) and valve (\$376.66) installed with library funds. Chimney demo will be done by Rusty and I and a roofer will patch the roof after

2.) A few library staff members will be at Shelby's Trunk or Treat downtown passing out treats and registering residents for library cards.

**Computer Space:** My recommendation for the current computer space would be to have 5 computers plus the printer (6 carrels total-2 rows of 3). I also recommend new all-in-one computers for that space. Estimate for those and to have our computer tech set them up is \$4,049.95. I will be going to the Friends to see if they are interested in funding this project. We need to figure out what to do with the carrels we don't need (sell or donate). I spoke to our computer tech about the existing computers. Many haven't been used or updated since COVID. We will most likely pull hard drives and recycle those. He may be able to update and clean out the ones we currently use for us to sell, but he may tell us it will be cheaper to recycle those as well.

There are always enough computers with the 5 now available and this plan would open up some floor space. Making these changes would begin in January at the earliest.

**Reception:** Friends of the Library Appreciation Reception, hosted by the Board, is Thursday, October 24 from 4-5pm. I will pick up the cake at Woodland at 3pm that day. Heidi is donating cider.

**Trick or Treat at the Library:** I sent an email to Travis Kraai at Shelby Elementary and Brooke Bunting at ECC to share info with their teachers and students. We will pass out treats from 3- 5pm that day. A few Friends of the Library will be helping with that.

**Polar Express Family Storytime:** I will announce this event on November 5 and registration will be required. It will be held on Saturday, December 7 from 4-5pm. I am collaborating with the Chamber to encourage families to get dinner at a local restaurant afterwards, then head over to Getty Park to meet Santa and Mrs. Claus at the Village's tree lighting at 7pm.

**Make & Take Ornament Series:** I'm planning to ask the Friends for funding for this. We will offer three ornament make and take sessions in December from 3-5pm for kids. Will be "drop-in style" while supplies last.

**Silent Book Club:** Silent Book Club returns on Saturday, December 28 at 1pm. How it works: participants (adults only, no kids) bring any book they want to read and snacks/drinks. We will spend a few minutes talking about upcoming library events then read quietly for 40 minutes.

**Story Hour:** Story Hour is going well with an average of 6 kids attending each week. We will not meet in November due to the meeting room being used by the Friends for their upcoming fundraiser.

The meeting was adjourned by Heidi at 6:10 pm.

Submitted by

*Margaret Clune*

**Next Board Meeting**

**November 26, 2024 in the Meeting Room at 5:30pm**

**Proposed Budget Amendments**

**for the regular meeting Tuesday, October 22, 2024**

**SHELBY AREA DISTRICT LIBRARY BOARD OF TRUSTEES**

**INCOME**

**585.000 Library Card Fees** - Increase by \$400.00 (from \$400.00 to \$800.00)

We've received \$630.00 as of October 11. We've gotten 4 people from Golden Township @ \$70.00 each.

**670.000 Donations Gifts** - Increase by \$1,000.00 (from \$4,600.00 to \$5,600.00) We've received \$5,495.00 as of

October 11. Joe Varney donated \$1,000.00 in his wife Trish's memory.

**This increases TOTAL INCOME by \$1,400.00 (from \$321,500.00 to \$322,900.00)**

#### **EXPENSE**

**727.000 -Office Supplies** - Increase by \$500.00 (from \$3,500.00 to \$4,000.00). We've spent \$2,425.39 as of October 11.

**933.100 -Programs** - Increase by \$600.00 (from \$4,000.00 to \$4,600.00). We've spent \$3,368.10 as of October 11.

**956.000 -Miscellaneous** - Increase by \$300.00 (from \$500.00 to \$800.00). We've spent \$593.27 as of October 11. The TV and brackets were \$477.97...we were later reimbursed on Oct. 9 with a mini-grant from the Mid-MI Library League.

**This increases TOTAL EXPENSE by \$1,400.00 (from \$321,500.00 to \$322,900.00)**