

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

Call to Order: The meeting was called to order at 5:35 p.m. in the meeting room.

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

Not in Attendance: None

Additions to agenda: By-laws on the website.

Minutes: A motion to approve the October 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 October 2024.

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

Savings - \$92,270.42

Checking - \$2,581.13

CD - \$13,325.70

Total - \$108,177.25

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

Unfinished Business:

Shelby Township Representative on Library Board - A letter needs to be sent to the township before their December meeting. Jay had sent Tiffany an additional name so she wanted to confirm Sean Carey was who we wanted. The board agreed on Sean Carey for the new trustee beginning in January.

New Business:

Disposal of public computers (6) - Tiffany explained that she spent quite a bit of time updating the currently used public computers and realized that the ones that haven't been used for several years would not be worth saving. She asked for the boards approval to dispose of those computers. A motion to dispose of the old computers was made by Connie and seconded by Jean. Motion carried.

Care Box - A care box is like a little library for food where people can donate to it (canned or boxed food, fresh produce or restaurants can place take-out containers with food) and anyone who needs food to eat can take from the box. An internet site would be created for Shelby Cares so people could find out about the what and where of this project.

Tiffany was approached by Wendy Grice concerning the location of a care box in Shelby. The outside edge of the library property near the gazebo was suggested, but Tiffany had concerns because of poor lighting and the wooded area near the alley. The board had a discussion about the project and some ideas about possible locations. Use of library property was questionable.

Library By-laws - Tiffany asked if the board had any objections to posting the By-laws to our website. The board had no objection and felt it was a good idea.

Friends of Library Report: The next meeting is January 2, 2025 at 5 p.m. on Zoom. Celebration of the Holidays was held Nov. 19-23. There were 71 items to bid on this year and lots of Buy It Now items. Around \$4,000 was raised.

Public Comment: None

Board Discussion:

Director's Report:

Goodbye and thank you for your service to the library board these last 9 years, Heidi!!

Strategic Doings (since last meeting): **1.)** Water Heater, Water Bottle Filling Station, and sprinkler turn-off valve work will be completed November 26th. **2.)** Added *air* purifiers & added curtains/rods and storytime books, toys, and puzzles to the meeting room as part of "improving library space." **3.)** Irma Hinojosa did a walk-through of the library on November 22 and will give us recommendations on bilingual signage. **4.)** Emailed Dustin Waller, asking for a quote for new weather resistant outdoor sign (south entrance), as well as a sign for inside *the* alcove, thanking people for visiting the library. **5.)** Library staff participated in Shelby's Downtown Trunk or Treat. We handed out RERO books, candy, and goodies as part our community outreach. **6.)** Started applying for the Libraries Transforming Communities: Accessible Small and Rural Communities grant for a handicap button for the double doors.

Computer Space: Friends of the Library did not approve the purchase of new computers. I put the computers on the Community Foundation's Wish List. After much discussion of the current computer set-up, perhaps doing away with the wooden carrels and purchasing 2 tables with dividers (what Pentwater Library has) will be a better use of space when we're ready to move forward with this project. We should also look into having some carpet replaced at that time.

Library Policies: We will begin reviewing and updating library policies in 2025. I'd like to have one document, instead of separate ones. I'm using Hart Library's Library Policies document as a guide, especially with policies we don't even have.

Looking ahead to spring.....Rusty and I will donate our time to get the chimney removed with roof being patched by a roofer. We will also do a walk-around of the library to see where we have issues structurally.

The meeting was adjourned by at 6:05 pm.

Submitted by

Margaret Clune

NO DECEMBER MEETING

Next Board Meeting

January 28, 2025 in the Meeting Room at 5:30pm