

**Shelby Area District Library  
Board Meeting Minutes  
Tuesday, January 28, 2025 @ 5:30 p.m.**

**Call to Order:** The meeting was called to order by Connie at 5:30 p.m. in the meeting room.

**In Attendance:** Connie Near, Margaret Clune, Amanda Mazur, Jay Burrows and Library Director Tiffany Haight.

**Not in Attendance:** Jean Lewis and Sean Carey

**Additions to agenda:** Closing for carpet cleaning

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

**Financial report:** There were no concerns with the Financial Report for the months of November/December 2024.

As of January 28, 2025 totals for the accounts were:

Savings - \$140,638.60

Checking - \$6,612.74

CD - \$13,426.62

Total - \$160,677.96

A motion to approve the November/December 2024 Financial Report was made by Jay and seconded by Amanda. Motion carried.

**Unfinished Business:** None

**New Business:**

**Budget Amendments: Proposed** Budget Amendments for Income included Interest Earned and Donations/Gifts. For expenses to Repair/Maintenance Supplies. See details below. A motion was made to approve the proposed budget amendments by Jay and seconded by Amanda. Motion carried.

**Minimum Wage & Sick Time Discussion (new law February 21)** - Tiffany presented details on the new minimum wage & sick leave law going into effect on February 21, barring any holdups. Three of our employees would currently fall under the minimum by \$1.40. The library's current formula meets the sick time requirements except for Jane who works one Saturday a month and covers the fifth Saturday when it occurs in the month. It was decided to further the discussion about meeting her compliance at the February meeting.

**Review of current wages** - Tiffany provided the board with all employees current wage information and how long each employee has been at the library. There was discussion concerning the \$1.40 increase for the three employees and how to adjust the other's wages. There had been a request from one employee for a raise. Tiffany and Jerriane have chosen not to take a pay increase. Considering the longevity of our employees, a motion was made by Margaret to increase all wages by \$1.40 beginning February 14, 2025. It was seconded by Amanda. Motion carried.

Longevity payments were explained. All employees are paid annually in November 2% of their gross wage for the previous 12 months, except the Library Director whose payment is 5% and Assistant Director receives 3%. Tiffany will not take the payment to off-set an increase in health insurance.

**Review of 2025-2026 Budget** - The board looked over the proposed budget prepared by Tiffany and Jerriane and also previewed with Margaret. Tiffany pointed out a few places where funds were cut back, such as Audios because many people are using Hoopla and not checking out library copies. A budget hearing will be held at the February meeting to approve the proposed budget.

**Election of Officers** - With two board members absent, election of officers was discussed. Jay made a motion to elect Amanda as President, Connie as Vice President and Margaret as Secretary/Treasurer. Connie seconded. Motion carried.

**Carpet Cleaning** - Tiffany requested that the board approve closing the library on Thursday, April 3 to have the carpets cleaned. She has gone to ProMaster for the cleaning because the previous cleaners were not satisfactory. She said the staff would do some team building exercises for that day. Amanda made a motion to approve closing the library on April 3 for the carpet cleaning. Jay seconded. Motion carried.

**Friends of Library Report:** Amanda spoke about the Little Seed Library that she is heading up and the Friends are funding. A work party is planned in early March to roll out the program. Tiffany spoke about some of the Friends recent funding for the Canva renewal, winter craft kits, newsletter printing & stamps. The next meeting is April 10, 2025 at 5 p.m. in the meeting room.

**Public Comment:** None

**Board Discussion:** None

**Director's Report:**

**Strategic Doings** (since last meeting)

- 1.) Submitted grant for handicap door accessibility on 12/9/2024.
- 2.) Participated in *Evening in the Village* on 12/7/2024 by providing an event (Polar Express) at the library.
- 3.) Cleared out computers that were no longer being used to free up space in the carrels. Next stage of this project will be obtaining funding, hopefully from the Friends, for circle tables with partitions for our existing computers.

**Wishes:** 2 of our 3 wishes at the Community Foundation were granted! \$500 towards books in Spanish and \$500 for YA books. Thank you to the Mrs. Kronlein Reading Fund and Peterson-Carey Family Fund.

**Love Your Library Month:** We have many special events going on next month in honor of Love Your Library Month, including Take Your Child to the Library Day, historic exhibit of the Shelby area (a walk through in the history room), Silent Book Club with cookie decorating, crafts on Wednesday nights and more.

The meeting was adjourned by at 6:20 pm.

Submitted by

*Margaret Clune*

### **Next Board Meeting**

**February 25, 2025 in the Meeting Room at 5:30pm**

With the budget hearing at 5:40 p.m.

### **Budget Amendments - Regular Meeting - January 28, 2025**

#### **INCOME**

##### **664.000-Interest Earned**

Increase by \$200.00 (from \$400.00 to \$600.00) *We've earned \$530.41 as of December 30, 2024*

##### **670.000-Donations-Gifts**

Increase by \$600.00 (from \$5,600.00 to \$6,200.00) *We've received donations totaling \$6,115.00 as of December 30, 2024.*

***This increases TOTAL INCOME by \$800.00 (from \$322,900.00 to \$323,700.00)***

#### **EXPENSE**

**775.000-Repair and Maintenance Supplies** Increase by \$800.00 (from \$7,200.00 to \$8,000.00) *We've spent \$7,400.84 as of December 30, 2024. The biggest bill was \$5,829.13 for LED lightbulb conversion in May.*

***This increases TOTAL EXPENSE by \$800.00 (from \$322,900.00 to \$323,700.00)***