Minutes for

Library Board of Trustees

Regular Meeting – March 27, 2024

Main Library Room.

1. Call to Order
   1. 5:07pm
2. Roll Call
   1. Jenny, Raylene, Ruth, Julie, Alice, Abbie, Dan (minutes).
3. Approval of Agenda (Motion to Approve)
   1. Julie 1st. Ruth 2nd. All in Favor
4. Approval of Minutes (Motion to Approve)
   1. Julie 1st. Raylene 2nd. All in Favor
5. Public Comment
   1. Kristy (Library Staff)
   2. Ruth Perino
6. Pinwheel Garden Discussion (Ruth P)
   1. Just for public awareness. No fundraising activities at the library. It would be for the month of April.
7. Review Bills and Budget
   1. Passed during meeting. No questions
8. Directors Report

* Youth Services – After School Story Hour averages around 6 kids per week.
* Toddler Time averages around 3 kids per week.
* Saturday Storytimes vary monthly, will continue to monitor attendance.
* This month I was able to visit the Martin Reformed Church Preschool to read a story and do a craft with the students. They also came to visit the library with their parents for the same thing.
* Adult Services – Fourth Monday Book Club is always a success with around 8 attendees.
* First Monday Book Club has their first meeting on April 1st, will update with attendance during April’s meeting.
* Adult Craft, DIY Bunnies – 6 attendees.
* Book Sale – Will be working to alphabetize the book sale room.
* Winter Bingo – Had 9 youth turn ins and 8 adult turn ins. Will be hosting it again next winter to see if there is any growth.
* Our SRP donation letters have brought in $400 in donations so far. I will be using that money to purchase a bounce house for our kick off party.

1. Old Business
   1. Policy Book
      1. Make changes and bring to June. Dan is behind on this.
   2. Financial/Budget Committee.
      1. Working with Jen to match the budget numbers. Waiting on that until finalizing item 2.
      2. Looking at the existing budget to see if another aide could be supported for 10-14 hours per week. For the remainder of this year and ongoing for next year’s budget.
      3. Solid proposal planned for next months meeting.
   3. Ongoing payroll issue (s) still being tracked by the Board.
      1. Paystub reviewed by board. Employees still not comfortable with the situation. Some SS/Medicare funds were not appropriately removed and ‘caught up’ during one paycheck. Things are still not correct.
      2. The resolution of the bills/budget are also still not happening to a satisfactory level. Alice and Abbie to meet with Sue and Jen.
   4. Service Contracts.
      1. Orangeville and Watson. Still no word from those groups.
   5. SRP purchasing beanstalk. Around $1000 for three years. Other libraries are using it locally. Alicia was contacted and is a fan of Beanstalk. Raylene motioned we purchase Beanstalk. Ruth 2nd. All in Favor.
   6. Mejeur brothers quote for a door was $1140.00. Dan motioned to approach the township to get the door funding approved by the township as soon as reasonable possible. Raylene 2nd. All in favor.
2. New Business
   1. Review Circulation Policies. Jenny motioned to remove ‘video’ from A. Ruth 2nd. All in favor.
   2. Technology. Quotes coming from IT Nick. Abbie states there is a need for one new staff computer. She thinks we can get by with only 2 patron computers. She’d like to set up a replacement plan that identifies a timeline for updates. Abbie would like to install ‘deepfreeze’ to remove all previous information.

* Nick quote estimated at 10-12 hours @ $65/hr
* Dan motioned to give Abbie ‘Do not exceed’ approval of $1100 to hire Nick. Ruth 2nd. All in favor.
  1. Pinwheels on Library grounds. Allowable per 3.3 of the Policy Manual. It is a public awareness issue. The decision resides with the library director.

1. Updates on local meetings.
   1. Martin Township, Orangeville, and Watson.
      1. Emailed reports to Orangeville and Watson. Martin township meeting attended by Alice.
         1. Alice referenced the desire for the library to obtain the open space previously occupied by the EMS group. They seemed to be supportive with the proposed plan.
         2. 123 NET submitted proposal for township services. Tabled.
         3. Lawn service bids were the same.
         4. Air Duct and carpet cleaning will be covered by the township, and scheduled for the next couple of weeks.
      2. Friends meeting. Julie met with some of the new potential friends. There is a proposed new treasurer. Elections next month for officers.
         1. Baked good sales for Memorial day parade.
         2. Good Fundraising ideas discussed
         3. Next meeting April 8th.
2. Next Meeting: April 23, 2024 @5pm
3. Adjournment (Motion to Adjourn)
   1. Raylene 1st. Ruth 2nd. All in Favor. 6:07 pm.