South Haven Memorial Library
February 13, 2024 Minutes

Members:
Liz Smith – President                   Ida Sledge – Trustee
Jean Stein – Vice President           Gretchen Sprietzer – Trustee
Marilyn Bertorelli – Treasurer        Elaine Shumaker – Trustee
Marge Lampe - Secretary

Also Present: James France, director

Call to order: The meeting was called to order by president, L. Smith at 7:00 p.m.

Approval of minutes for meeting on January 9, 2023: Motion to approve by E. Shumaker; all in favor; motion carried. A copy will be sent to city council.

Approval of agenda for February 13, 2024: Motion to approve agenda by M. Bertorelli; motion carried.

Public Comments: None

Treasurer’s report: Operations-Total income: $37,555.09. Total expenses: $41,971.17, Vendor’s bills totaled $43,707.24 for January. Motion to pay vendor bills by J. Stein, all in favor; motion carried.

Renovation Budget Report: Total Income: $12,439.65; Total Expenses: $0

Director’s Report:
- Overdrive checkouts-976; MEL Borrowed 303, Loaned 77; Patrons through doors: 2,961. Small meeting room uses: 42; Community Room uses: 133
- Programs:
  - Ice Breaker: 115
  - Friends of the Library Book Sale: $667.50
  - Mondays: Bingo 1-4pm
  - February 17 – Brick Builders Club
  - March 1: Playdough Playdate 11am
  - March 16: Brick Builders Club
  - April 5: Playdough Playdate 11am
  - J. France will be on vacation the Week of February 19

Correspondence: None

Old Business:
- January complaint update: Next step per policy is for J. France to meet with D. Ashen
- Review of complaint policy: E. Shumaker moves to accept updated policy; all in favor, motion carried.

New Business:
- Review of Financial Policies (Section 5)
  - Endowment Fund Resolution: J. France notes that this resolution is moot. J. Stein moves to delete this from the manual: all in favor, motion carried.
  - Authorization to Invest Library Funds: J. France updated old policy to be more robust and address all legal requirements for library investment practices. M. Lampe moves to accept update, all in favor, motion carried.
  - Investment Policy: G. Sprietzer moves to table policy for further review by board members and investigation into appropriate mechanisms for dealing with investments. All in faro, motion carried.
  - Investment Policy Control System: M. Lampe moves to table policy for further review by board members, all in favor, motion carried.
  - Credit Card Policy: Policy was recently updated and no action was required.
Board Comments:
- L. Smith notes that she will be gone for the March meeting.
- L. Smith appoints I. Sledge and M. Lampe to the Director evaluation committee.
- L. Smith appoints M. Bertorelli, J. Stein and E. Shumaker to as hoc Finance Committee

Adjournment: Motion to adjourn by M. Lampe, all in favor. Meeting adjourned at 7:52PM.

Next regular meeting: March 12, 2024 – 7:00 PM

Respectfully submitted,
Margery Lampe, Secretary