South Haven Memorial Library
November 14, 2023 Minutes

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

Also Present: Elaine Fluck, 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 October 10, 2023: Motion to approve by J. Stein; all in favor; motion carried.

Approval of agenda for November 14, 2023: Motion to approve agenda by M. Lampe; all in favor, motion carried. A copy will be sent to city council.

Public Comments: E. Fluck commented on the new sidewalk as well as the return of the jigsaw table.

Treasurer’s report: Operations - Total income: $134,073.67. Total expenses: $37,148.48. Vendor’s bills totaled $134,718.95 for September. Motion to pay vendor bills by E. Shumaker; all in favor; motion carried.

Renovation Budget Report: Total Income: $67,095.60; Total Expenses: $0.00

Director’s Report:
- Overdrive checkouts-864, MEL: Borrowed 214, Loaned 82; Patrons through doors: 4,313. Small meeting room uses: 72; Community Room uses: 363 (includes Halloween Party 180)
- Programs:
  - Hike Our Preserves with Van Buren Conservation District continues: Participants who sign up get walking sticks, maps and the fees are covered by the library
  - Monday Bingo at 1:30 through the end of November with plans to restart in early 2024. VB Mental Health runs the game
  - November 15, 2pm: Friends of the Library
  - November 18: 11-1 – Brick Builders
  - November 23: Closed for Thanksgiving
  - December 25 & 26: Closed for Christmas
  - January 1, 2024: Closed for New Year’s Day
  - J. France reports starting work on the annual report
  - New, smooth sidewalk installed on south of the library. Contractor recommends not using salt on it for the winter so it can cure.
  - New microfilm machine has arrived and is installed.
  - Catalogue computers are being relocated so they are not confused with PCs for patron use.
  - Michigan Legal Help: Currently resides on the Library website and an available grant for a computer and printer has been submitted. This will allow patrons to complete forms for certain legal issues. If an attorney is recommended the program states this.
  - Other projects in motion: Chromebook policy/software solutions; developing a “library of things” – currently have 3 ukuleles; Friends of the Library wish list; Possible Ice Breaker Book Sale.
  - Mitten Tree is collecting hats, scarves & mittens

Correspondence: None
Old Business:
➢ Employee Benefits: Insurance quotes were reviewed and discussed. J. France recommends staying with the Priority CAP HSA plan. Cost increase is $3541. J. Stein moves, G. Sprietzer supports: motion carries.
➢ Colonial Life: Plan will cover any employee working 20 hours or more with accident and hospital indemnity at an annual cost of $3,857.88. E. Shumaker moves to try it for one year and reevaluate. Motion carries.
➢ Review Library Open Hours: Review of current hours and patron usages reveals that Mondays and Tuesdays have good use through current hours (till 8 pm). Wednesday and Thursday usage drops significantly after 6 pm. Suggested “winter” hours change is to close at 6 pm Wednesdays and Thursdays and other days remain the same from December 4 – April 27, 2024. E. Shumaker moves to change hours as recommended. Motion carries.

New Business:
➢ None

Board Comments:
➢ M. Lampe asks if there has been any plan development of senior book bag program with Senior Services. To date no presentable work is completed.

Adjournment: Motion to adjourn by M. Lampe; all in favor. Meeting adjourned at 8:13 PM.

Next regular meeting: December 12, 2023 – 7:00 PM

Respectfully submitted,
Margery Lampe, Secretary