**SPARTA TOWNSHIP LIBRARY BOARD MEETING MINUTES**

**NOV 19, 2024**

President Mary-Ann Meyer called the meeting to order at 6:00pm. Also present were Joy Leuseenkamp, Dick Beauchamp, Jane Ohanesian, Janet Hayes and Library Director Merri Jo Tuinstra. Absent was Tom Lampen.

Jane made a motion to accept the minutes of October 8, 2024, Joy seconded it. Motion passed.

* Treasurers Report: Dick, Assistant Treasurer
  + October 2024 Financial Report: Income from deposits during the month: $49,984.13 which includes Township support of $48,750. Total expenses during the month: $27,836.55. Revenue less expenses (MTD): $22,147.58. Revenue less expenses (YTD): $(8,574.20). Beginning cash balance (month): $75,662.28. Ending cash balance: $96,555.12.
  + There was a question about Spectrum charging fees for Sept-Nov 2024 when they should have not. Merri Jo called them and it is all sorted out.
  + Joy made a motion to accept the treasurers report, Janet seconded it. Motion passed.
* Library Directors Report: Merri Jo
  + Employee Handbook revisions: New employee probation changed from 6 months to 3 months. Wording of PTO will deleted as it is repetitive.
  + Nicole PTO: Change from 25 days to 28 days to give her 3 extra days. She would be grandfathered in. Joy made a motion to increase Nicole’s PTO days to 28 days, Jane seconded it. Motion passed.
  + Bonnie PTO: Bonnie is now eligible for PTO. We would like to pro rate her for November and December. Janet made a motion to prorate Bonnie’s PTO time 3 days for the 2 months, Dick seconded it. Motion passed.
  + Advisory Meeting Report for October
    - We had a great summer reading program throughout Lakeland Coop.
    - Lakeland did their annual patron purge.
    - Sierra and BiblioCommons have had some issues this month and they are working on to resolve them quickly.
  + Advisory Board Meeting Report for November
    - MelCat is having issues of duplicating hold requests. They are working to solve this problem.
    - We (and all of the coop libraries) need to clean up “notes” on our patron accounts. Unnecessary information slows down the system.
  + Township Board Meeting Report for October.
    - Debbie Poling’s retirement announcement and invitation for township board members to stop by her open house.
    - Township voted to update the lights in the children and tween rooms. They also gave us permission to add outlets to the south side of the library, at the library’s expense.
    - Gave an update on the outside landscaping in front of the library and on the new west door.
  + Township Board Meeting Report for November
    - DDA Director Elizabeth Morse handed out plans for the remodeling of the parking lot south of the library. They will be altering our parking spaces on Library Rd.
    - Township voted to pay the Treasurer elect the same as the retiring Treasurer. They also voted to pay the newly hired Deputy Treasurer $18.00 an hour starting pay and increase the Deputy Clerk’s pay to $24.00 an hour.
    - Rachel Shangle read a farewell letter as this was her last board meeting.
  + Circulation Report
    - September, Quarterly, and October Reports
  + Christmas Bonus
    - Jane made a motion to accept the Christmas Bonus as proposed, Dick seconded it. Motion passed.
  + Change the Staff/Board Christmas party from Dec 6 to Jan 3.
  + Committees: Tom and Dick will be on be the treasurer committee; Janet and Jane will be on the HR committee; and Joy and Mary-Ann will be on the policy committee.
* HR Committee Report: Jane
  + Janet, Jane, and Merri Jo met with 4 applicants for the Clerk and Page positions at the library. After interviewing the applicants we met to discuss our impressions. It was mutually decided to hire 2 of the 4 applicants. Kim Umphrey and Esther Thomas were hired. Another applicant (perhaps Michelle) may be considered for a sub position as needed. It was a tough decision as all applicants were worthwhile candidates.
* Policy Committee Report: none
* Old Business
  + Mary-Ann commented on how well the Scare on the Square went.
  + Gate on Children’s area: still waiting to hear from contractor.
* New Business
  + Dick will be setting up his train collection for the Christmas season after Thanksgiving.
  + We are celebrating Mary-Ann’s 20th year on the Library Board.

Jane made a motion to adjourn, Joy seconded it. Motion passed. Meeting adjourned at 7:41pm.

Respectfully Submitted,

Janet Hayes, Secretary