**SPARTA TOWNSHIP LIBRARY BOARD MEETING MINUTES**

**FEBRUARY 20, 2024**

President Mary-Ann Meyer brought the meeting to order at 6:15pm. Also present were Tom Lampen, Jane Ohanesian, Joy Leussenkamp, Janet Hayes, Library Director Merri Jo Tuinstra, and Associate Director Debbie Poling. Absent was Dick Beauchamp.

Joy made a motion to accept the minutes of January 16, Jane seconded it. Motion passed.

* Treasurers Report: Tom
  + The existing CD matured on 2/15/24 with the funds from that going into the checking account. Tom made a motion to take $40,000 out of the checking account to put in a CD at Choice One Bank at 5% for 1 year. Jane seconded it. Motion passed.
  + January 2024 Financial Report: Income from deposits during the month: $45,082.14 which includes the last quarterly payment from the township. Total expenses during the month: $20,731.10. Revenue less expenses (MTD): $24,351.04. Revenue less expenses (YTD): $(33,385.62). Beginning cash balance: $99,219.60. Janet made a motion to accept the treasurers report, Joy seconded it. Motion passed.
* Library Directors Report: Merri Jo
  + Safety Report: Merri Jo handed out the safety report prepared by Kent County officer Crystal Stuart. Noted were many positive actions we are doing and also recommendations for improvements.
  + Budget workshop with the Township is March 13 at 9 am. The Township board will be voting on it on their March 14 meeting.
  + New Page: Gabe Brothers was hired for the position of page.
  + Gardener: We have not heard from our gardener Kate in several months and Merri Jo has been trying to get ahold of her. She sent her a letter if we do not hear from her by Feb 9, our agreement with her will come to an end. Since we have not heard from her, Merri Jo hired a new gardener, Ben Brothers. His hours will be 3 hours a week during the winter and 5 hours a week the rest of the year.
  + New furniture purchase: A new love seat and chair have been purchased to replace the old falling apart ones. They will be delivered on Feb 21.
  + Advisory Board Meeting: The board is checking into linking child and parent accounts in Sierra. Patron Point Auto-Renewal has begun.
  + Strategic Plan: Merri Jo handed out a list of items that for our strategic plan for 2024-2026.
  + Winter Blahs update: As of Feb 20, 120 people have signed up.
* Associate Directors Report: Debbie
  + Circulation reports
* Old Business: none
* New Business: There was a discussion on the procedure of airing out borrowed items if needed.

Joy made a motion to adjourn the meeting, Tom seconded it. Meeting adjourned at 7:30 pm.

Respectfully Submitted,

Janet Hayes, Secretary