**SPARTA TOWNSHIP LIBRARY BOARD MEETING MINUTES**

**JANUARY 21, 2025**

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

 Joy made a motion to accept the minutes of November 19, 2024. Jane seconded it, motion passed.

* Treasurers Report: Tom
	+ November 2024 Financial Report: Income from deposits during the month: $153.19. Total expenses during the month: $25,398.92. Revenue less expenses (MTD): $(25,245.73). Revenue less expenses (YTD ): (33,819.93). Beginning cash balance (month): $98,555.12. Ending cash balance: $74,303.21. Total YTD income under budget due to timing of millage. Total YTD expenses slightly under budget. Jane made a motion to accept the November Financial Report, Joy seconded it. Motion passed
	+ December 2024 Financial Report: Income from deposits during the month: $2,400.07. Total expenses during the month: $27,317.38. Revenue less expenses (MTD): $(24,917.31). Revenues less expenses (YTD): $(58, 737.24. Beginning cash balance (month): $74,303.21. Ending cash balance: $47,843.38. Total YTD income under budget due to timing of millage. Total YTD expenses slightly under budget.
	+ Minimum wage will be going up on February 25, 2025. We will be changing our wage system. Dick made a motion to accept the December Financial Report, Janet seconded it. Motion passed.
* Library Directors Report: Merri Jo
	+ Probationary Employee Review Sheet: Merri Jo is completing one for each new employee, 1 a month for 3 months so that we have it in writing.
	+ Work Through Lunch Policy: When staff works 8 hours they get an one hour paid lunch. We are changing the policy that if working through lunch by choice, the staff member will get paid 8 straight hours. If it is not by choice to work through lunch, the staff member can leave an hour early, if there is enough staff to cover closing.
	+ Marketing Budget: This will be for example ads for school or community events among other things. Adding it to the Education line item. It will be known as Marketing and Education.
	+ PTO: Can be broke up into ¼ days in 2 hour increments.
	+ PTO for Library Director: Tom made a motion to increase the Library Directors PTO from 20 hours to 22 hours. Jane seconded it. Motion passed. This will be effective 1/1/25.
	+ Circulation Report: November, December, and Quarterly reports were handed out. We are loaning out more than borrowing. Deletions are more because they are catching up with the physical computer.
	+ Advisory meeting report: none
	+ Township Board meeting report: Jane attended and gave report: An antique plow was donated to the Historical Society and will be placed in Library Park.
* Old Business: None
* New Business: None

Joy made a motion to adjourn, Tom seconded it. Meeting adjourned at 6:45pm.

Respectfully Submitted,

Janet Hayes, Secretary