**SPARTA TOWNSHIP LIBRARY BOARD MEETING MINUTES**

**OCTOBER 17, 2023**

President Mary-Ann Meyer called the meeting to order at 6:05 pm. Also attending were Dick Beauchamp, Joy Leussenkamp, Tom Lampen, Janet Hayes, Library Director Merri Jo Tuinstra, and Associate Director Debbie Poling. Absent was Jane Ohanesian.

 Joy made a motion and Dick seconded it to accept the minutes of Sept 19. Motion passed.

* Treasurers Report: Tom
	+ Sept 2023 Financial Report: Income from deposits from the month: $1,028.89. Total expenses during the month: $21,263.80. Revenue less expenses (YTD): $(20,234.91). Beginning cash balance: $124,565.96. Ending cash balance: $104,331.05. Total YTD income under budget due to timing of millage. Total expenses under budget, primarily due to timing of 3 payroll months.
	+ Line items Computers and Software will be up in November($4,500) due to updating Carnegie Room, replacing Nicole’s computer, new lines run and new wi-fi to boost the atrium.
	+ Dick made a motion to accept the treasurers report, Janet seconded it. Motion passed.
* Library Directors Report: Merri Jo
	+ Atrium update: Almost done, last inspection passed. Things need to be done: Tino painting inside walls; mulch; and move plants.
	+ Atrium open house: Nov 3 1-4 pm
	+ Conference room usage: Renting 3 times this month, will be getting 2 6 foot tables instead of the 8 foot tables. The 8 foot tables will be donated. The rent charge will go up if the library staff has to set up and tear down. See about getting room capacity plagues from the fire chief
	+ Staff and board Christmas party: Fri Dec 1 at 5:30. Bring a dish to pass.
	+ Hay Bale contest: We tied for 9th
	+ New library cards: have been ordered with 2 new designs
	+ Advisory Board Meeting, Sept 12, 2023: The members voted to cancel the Capira/OCLC subscription and move toward with the Bibliocommons BiblioApps Product. Each library can decide to if they want to use the new product. At this time our library does not participate in this service.
	+ Township Board meeting, Sept 12, 2023: The skylights have been replaced and look good. It was recommended by the glass company that all the skylights be replaced. Merri Jo gave an update on the atrium remodel and thanked the township board for funding it.
	+ New signs for Carnegie Room: Merri Jo is working with Doug Pinckney and Jim Lyals from the Historical Society.
* Associate Director Report: Debbie
	+ Circulation reports: Monthly for August and September, Quarterly for July, Aug, and Sept.
* Old Business: none
* New Business
	+ Mary-Ann suggested we review the active shooter procedures and have a training possibly in January facilitated by Mary-Ann and the Sparta Police.

Dick made a motion to adjourn the meeting, Tom seconded it. Motion passed. Meeting adjourned at 7:15 pm.

Respectfully Submitted,

Janet Hayes, Secretary