**SPARTA TOWNSHIP LIBRARY BOARD MEETING MINUTES**

**MARCH 19, 2024**

The meeting was brought to order by President Mary-Ann Meyer at 6:05pm. Also attending were Janet Hayes, Tom Lampen, Joy Leussenkamp, Jane Ohanesian, Library Director Merri Jo Tuinstra and Associate Director Debbie Poling. Absent was Dick Beauchamp. Guest Marcy Savage, Sparta Township Clerk.

Joy made a motion to accept the minutes of February 20, 2024, Jane seconded it. Motion passed.

* Treasurers Report: Tom
  + February 2024 Financial Report: Income from deposits during the month: $813.85. Total Expenses during the month: $23,798.01. Revenue less expenses (MTD): $(22,984.16). Revenue less expenses (YTD): $(56,369.78). Beginning cash balance: $99,219.60. Ending cash balance: $44,550.28. CD of $8.3K matured, replaced by $40K 1 year CD @ 5.00%. Reserve savings separate disclosure discontinued. Jane made a motion to accept the treasurers report, Janet seconded it. Motion passed.
* Library Directors Report: Merri Jo
  + Update on Winter Blahs event: very successful, 126 signed up. Will end on March 30.
  + Summer Reading Event: Adventure Begins at Your Library is the theme this year. There will be a separate Summer Reading line on the budget.
  + Advisory Board Report March 14, 2024: 1. Lakeland’s new ILS Manager is Ann Langlois. She is very knowledgeable in this field and has already been very helpful to us. 2. Lakeland is now having library’s run their own reports (that they provided in the past). We have been all been in learning mode this past month. 3. Lakeland wants to update Sierra to version 6.1 when a few problems are resolved. 4. Patron Point Auto-Renew and Applications continue to have a few issues and are being worked on.
  + Township Board Meeting March 14, 2024: 1. Township approved the contract with Waterworks for lawn maintenance and mulch. 2. Township held the yearly Budget Workshop on Wednesday, March 13 at the township office. 3. Township approved the library’s budget for 2024-25.
  + Budget Proposal and Approval: Tom and Merri Jo went through the budget for April 2024-March 2025 with the board. Jane made a motion to accept the 2024-25 budget, Joy seconded it. Motion passed.
  + Election packets: Township Clerk Marcy Savage came in to hand out election packets to board members. She explained the process and they are due by 4 pm April 23 to the township office.
* Associate Directors Report: Debbie
  + February circulation report
* Old Business
  + The small portable parking signs for the Library have been missing. Merri Jo will ask the DDA about them.
* New Business
  + The Historical Society will have a book for sale on collectible postcards from Sparta.
  + Tom: move from the desktop version of Quick books to an online version. This would cost $1900 a year.
  + Discussion on having an assistant treasurer or a backup treasurer when Tom is gone.

Public Comment: none

Joy made a motion to adjourn, Tom seconded it. Motion passed. Meeting adjourned at 8:00pm.

Respectfully Submitted,

Janet Hayes, Secretary