**SPARTA TOWNSHIP LIBRARY BOARD MEETING MINUTES**

**SEPT 17, 2024**

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

Dick made a motion to accept the Aug 20, 2024 meeting minutes, Joy seconded it. Motion passed.

* Treasurers Report: Tom
  + August 2024 Financial Report: Income from deposits during the month: $16,466.26. Major part was $14,800 from penal fines (up $1,300 from last year). Total expenses during the month: $22,768.00. Revenue less expenses (MTD): $(6301.74). Revenue less expenses (YTD): $(8,299.74). Beginning cash balance (month): $105,070.26. Ending cash balance: $99,434.09. Total YTD income under budget due to timing of millage. Total YTD expenses right on budget. Joy made a motion to accept the treasurers report, Dick seconded it. Motion passed.
* Library Directors Report: Merri Jo
  + Library AC: Got 3 quotes: Van Dyken, Orchard Hill and Armock. Van Dyken got the job at the quote of $26,000. The unit is ordered and installation will be scheduled when it comes in.
  + West exit door: has been replaced.
  + New lighting: Northland Electric installed it on 3 separate Thursdays so the library would not have to close. The new lighting is on the main floor and in the non-fiction area.
  + Children’s Area gate: waiting on the contractor
  + Advisory meeting report: nothing new
  + Township Board meeting report: nothing new
  + Sparta Middle School helpers: The Special Ed class is coming in with an aide to dust, clean windows, and general cleaning.
  + New Assistant Librarian: Lee Ann Kitson has been named the new Assistant Libarian. She started on Sept 16.
* Associate Directors Report: Debbie
  + Circulation
* Old Business
  + Phones: Nick Heimler has put the new phones in except for a back order of one phone. The cost was $600.00 and the monthly fee is $60.00. Classic picked up the old phones.
* New Business
  + Debbie’s farewell letter
  + We need to change October’s meeting to either Oct 8 or 22 as there will not be a quorum for Oct 15.

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

Respectfully Submitted,

Janet Hayes, Secretary