**SPARTA TOWNSHIP LIBRARY BOARD MEETING MINUTES**

**MARCH 18, 2025**

President Mary-Ann Meyer called the meeting to order at 6:00pm. Also attending were Tom Lampen, Janet Hayes, Jane Ohanesian, Joy Leussenkamp, Library Director Merri Jo Tuinstra, and guest Deanna Cook, Wheatland Township Library Board President.

Joy made a motion to accept the minutes from the February 18, 2025 meeting, Jane seconded it. Motion passed.

* Treasurers Report: Tom
  + February 2025 Financial Report: Income from deposits during the month: $1,446.60. Millage check of about $85,000 will be coming later this month. Total expenses during the month: $21,123.52. Revenue less expenses (MTD): $(19,676.92). Revenue less expenses (YTD): $(58,482.47). Beginning cash balance (month): $68,375.43. Ending cash balance: $49,294.12. Total YTD income is under budget due to timing of millage. Total YTD expenses are slightly under budget. CD matured on February 23, 2025, renewed @ $42,000+ for 1 year @ 4.00%. Jane made a motion to accept the treasurers report, Janet seconded it. Motion passed.
* Library Directors Report: Merri Jo
  + Removal of Debra Poling from our bank accounts. Adding Dick Beauchamp to bank accounts. Tom made a motion to removal Debra and add Dick to bank accounts, Joy seconded it. Motion passed.
  + Advisory Meeting Report:
    - Lakeland will be starting a Director Development Meeting because there are so many new directors.
    - Sierra will run an update on Wednesday March 19 from 9 pm to midnight.
    - Amber from Lakeland has sent out a Sierra Survey that she would like all staff to fill out.
    - Our delivery through Lakeland may cost more next year due to federal cuts.
  + Township Board Meeting Report
    - We had the Township Budget Workshop on Wed, Feb 26, where we presented the library’s proposed budget for 2025-2026 along with the Fire Dept and Historical Commission.
    - The Township approved the library’s 2025-26 budget.
  + Budget Approval: Tom and Merri Jo will be looking over the budget before voting.
  + Circulation Report
  + Update on gate on children’s area: The gate is installed.
  + Computer fund money: We are purchasing 2 big touch screen computers for children. The 2 hard drives went downstairs in the Genealogy room.
  + State of Sparta luncheon: Will be held at Stony Ridge on Tues May 6.
* Personnel Committee Report: Jane
  + The committee has evaluated Library Director Merri Jo Tuinstra and she received all 5s (excellent). She is approved for a 3% raise.
* Policy Committee Report: Joy
  + Finalize the Job Positions and Christmas policies. Will bring to a vote next month.
  + Handed out the finished policies.
* Old Business: none
* New Business: none
* Public Comment: Deanna was very impressed on how all the board members and staff support each other. She was also impressed by the Townships support.

Tom made a motion to adjourn, Jane seconded it. Meeting was adjourned at 7:35pm.

Respectfully Submitted,

Janet Hayes, Secretary