

SPARTA TOWNSHIP LIBRARY BOARD MEETING MINUTES

February 18, 2025

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

Jane made a motion to accept the minutes of January 21, 2025, Joy seconded it. Motion passed.

❖ Treasurers Report: Tom

- January 2025 Financial Report: Income from deposits during the month: \$49,346.82. Total expenses during the month: \$29,415.13. Revenue less expenses (MTD): \$19,931.69. Revenue less expenses (YTD): \$38,805.55. Beginning cash balance (month): \$47,843.38. Ending cash balance: \$68,375.43. The CD will mature the end of February. We are going to roll it over. Janet made a motion to accept the treasurers report, Joy seconded it. Motion passed.

❖ Library Directors Report: Merri Jo

- Updated Policies:
 - Final copies of Job Descriptions and Holiday Pay Policy were handed out.
 - Patron Donations of Books and Audio Visuals Policy was revised.
 - New policy: Independently Published Michigan Authors Donation Policy. Will be put on our web page.
- Advisory Meeting for January:
 - Lakeland continues to research ILS possibilities. They had the Lakeland libraries fill out a survey. They will share the results at the February meeting.
 - Lakeland is conducting an inventory project. We will be trained on using "Count Use" scanning. It will be demonstrated at the February meeting.
 - There is a 45 minute Trustee Training from Lakeland for board members, if anyone is interested.
 - We (and all the coop libraries) continue to clean up "notes" on our patron accounts. Unnecessary information slows down the system.
 - There was no February meeting due to weather.
- Township Board meeting for February 13 notes:

- Village is going to redo the parking lot outside of the library. This will change the parking spaces. The community will not need to cross Library St to enter the library.
 - The budget meeting is set for Wednesday, February 26 at 9:00am.
 - Circulation report for January
 - Youth Newsletter: Nicole has made up an informational newsletter for the months of March, April and May. Dates for the Spring Story Time Session is included in it as well as two new activities: Junior Reading Club and Artful Adventures Club.
 - ❖ Old Business: Gate for youth area stairs: Merri Jo met with the contractor and we are just waiting on the materials to come in. The total cost of the gate is \$3250 and it will be paid for by the library.
 - ❖ New Business: We need 3 lights by the Large Print area. Northland Electric gave us a quote of \$1187.50. This will be presented to the Township Board at the March meeting.
 - ❖ Public Comment: none
- Tom made a motion to adjourn, Jane seconded it. Meeting adjourned at 6:50pm.

Respectfully Submitted,
Janet Hayes, Secretary

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