

## SPARTA TOWNSHIP LIBRARY BOARD MEETING MINUTES

**MARCH 13, 2018**

Vice President Jane Bosserd called the meeting to order at 6:00pm. Also present were Carol Keller, Tammy Rodriguez, Janet Hayes, Deb Willison, Library Director Lois Lovell, and Associate Director Debbie Poling. Absent was Mary-Ann Meyer.

Tammy made a motion to accept the minutes of Feb 13 meeting, Carol seconded it.

Motion passed.

- Treasurers Report: Carol
  - February Financial Report: Beginning balance 2/1/18-\$119,551.75. Total income with beginning balance-\$120,568.52. Total expenses-\$15,952.29. Ending balance-\$104,616.23. Janet made a motion to accept the treasurer's report, Tammy seconded it. Motion passed.
- Library Directors Report: Lois
  - Tile quotes: The Township would like us to get a quote from Dave Patterson, Lois called and is waiting on a quote.
  - Smoke alarms: The State doesn't require us to have regulation smoke alarms. Lois is going to check with the insurance company to see if they require them. If they don't we will be purchasing them and installing them ourselves instead of getting them from Midstate Security whose quote was \$9000. Also going to check on getting carbon monoxide detectors.
  - New hot water heater: Due to an incident with an animal blocking the vent and causing carbon monoxide poisoning we are looking to replace the 13 year old hot water heater. Lois is waiting on a quote from Vandyken.
  - Landscaping: The Township has contracted Waterworks again this year to do the landscaping. The library will pay \$500 towards it.
  - Proposed Budget for fiscal year 2018-19:
    - Line item for other equipment: \$4000 is for the new phone system.
    - Renovation projects: 1. Security cameras for upstairs (youth room), Jane asked if we could get a quote for the Carnegie Room. Lois is waiting for quotes from Midstate Security. 2. Remodel office/new desks. Debbie will research costs.
    - Deb W. made a motion to accept the proposed budget, Tammy seconded it. Motion passed.
  - Door repair: The emergency exit door by the conference room needs to be repaired.

- Sensory Saturdays: Very successful, the one in March, 90 people attended, 40 of them children.
- Lakeland Service Agreement : Tammy made a motion to accept the Lakeland Service Agreement, Deb W. seconded it.
- Old Business
  - Hand2Hand collection going well, Sparta Church of Nazarene thanks the library for having a collection place.
- New Business: None

Janet made a motion to adjourn, Tammy seconded it. Meeting adjourned at 6:58pm.

Respectfully submitted,

Janet Hayes,

Secretary