

SPARTA TOWNSHIP LIBRARY BOARD MINUTES

March 19, 2019

President Mary-Ann Meyer called the meeting to order at 6:08pm. Also present were Library Director Lois Lovell, Associate Director Debbie Polling, Jane Bosserd, Carol Keller, and Tammie Rodriguez. Janet Hayes and Deb Willison were absent.

The January 2019 board meeting minutes were approved by Jane, seconded by Carol.

- **Treasurer's Report: Carol**

January 2019 financial report: beginning bank balance on 1-1-19: \$109901.73. Total income with beginning balance: \$145498.04. Total expenses: \$26321.00. Ending bank balance on 11-31-19: \$119177.04. Tammie motioned to approve, seconded by Jane. Motion passed.

February 2019 financial report: beginning bank balance on 02-01-19: \$119177.04. Total income with beginning balance: \$ 119723.00. Total expenses\$17421.09 Ending bank balance on 02-01-19: 101871.11. Jane motioned to approve, seconded by Tammie. Motion passed.

- **Library Director's Report: Lois**

- Board meeting dates for 2019/2020 presented. Carol motioned to approve the dates, seconded by Jane. Motion passed.
- 2019/2020 library budget presented to the board. Lois discussed the budget plan during the Sparta Township board meeting. Township agreed to keep the Library allotment at 138,500.00 and agreed to repaint the soffit and replace the upstairs thermostat. Lois also explained there is a rotten egg smell in the water. Dane put several bags of salt into the water softener unit and regenerated the water several times to remove the sludge. This improved the rotten egg smell. Please note, the water smell issue is pending. Lois agreed to pay all \$3100 of the library sign expense and pay an extra \$500 for the landscaping. Regarding the budget bank balanced, through frugal handling, funds have been building since 2010. The funds will be handled as follows:
 - Noted in the April 2019 budget \$60,000 of the bank balance will be held in reserve (approximately 4 months of expenses).
 - \$20,000 will be spread throughout the budget line items to show increases where needed.

- The line item “Renovation Projects” will be renamed “Library Projects” with funds allocated for a new library sign, cameras in Children’s Area and new office furniture.
- Jane made a motion to accept the April 2019 – March 2020 budget as presented. Tammie seconds the motion. Motion approved.
- Carol made the motion to accept the amended 2017 – 2019 strategic plan which reflect the items noted above. Tammie seconded the motion. Motion approved.
- Square credit/debit card software. A tablet will be purchased so the card can be affixed. This will allow the library to accept the credit/debit cards with a \$1.00 minimum charge, to pay fines, copy fees etc. The transaction fee to use this service will be passed on to the patron, with full disclosure. Policy regarding the Square will be determined at a later date.
- A new library page was hired, official start date of April 1st, 2019.
- **Old Business**
 - No old business.
- **New Business**
 - Friends of the library – there was discussion about putting feelers out to see if there is any interest in reestablishing this program.
 - Lois is attending the Tally-Ho Puppet Festival at the Civic center this coming Saturday 03/23/19. Lois will be in the KDL book mobile during this event.

No public comment.

Tammie made a motion to adjourn the meeting, Carol seconded the motion. Meeting adjourned at 7:44pm.

Submitted by
Tammie Rodriguez – Library Trustee