

## **SPARTA TOWNSHIP LIBRARY BOARD MEETING MINUTES JANUARY 12, 2021**

President Mary-Ann Meyer called the meeting to order at 6:00pm Also present were Janet Hayes, Jane Ohanesian, Joy Leussenkamp, Library Director Lois Lovell, Associate Director Debbie Poling, guests Township Clerk Marcy Savage, and Lakeland Library Coop Director Carol Dawe. Absent was Carol Keller. Let the minutes show that Dick Beauchamp arrived late.

Township Clerk Marcy Savage swore in Mary-Ann Meyer, Janet Hayes, and Joy Leussenkamp as Library Board members. (Dick Beauchamp was sworn in on 1/4/21). Janet made a motion to appoint Jane Ohanesian as a Library Board member, Joy seconded it. Motion passed. Clerk Marcy Savage swore Jane Ohanesian in as a Library Board member.

The board would like to recognize and thank Mary Nellans for filling in the last few months as an interim board member.

Joy made a motion to accept the October board meeting minutes, Jane seconded it. Motion passed.

- **Treasurers Report: Lois filling in for Carol**
  - **October financial report: Beginning balance on Oct 1, 2020 was \$118,041.34. With deposits the beginning balance was \$153,137.03. Total expenses were \$19,628.70. Ending balance on Oct 31,2020 was \$133,508.33. Janet made a motion to accept the Oct report, Joy seconded it. Motion passed.**
  - **November financial report: Beginning balance on Nov 1, 2020 was \$133,508.33. With deposits the beginning balance was \$133,651.46. Total expenses were \$16,490.58. Ending balance on Nov 30, 2020 was \$117,160.88. Jane made a motion to accept the Nov report, Joy seconded it. Motion passed.**
  - **December financial report: Beginning balance on Dec 1, 2020 was \$117,160.88. With deposits the beginning balance was \$117,521.05. Total expenses were \$25,893.48. Ending balance on Dec 31, 2020 was \$91,627.57. Joy made a motion to accept the Dec report, Janet seconded it. Motion passed.**
- **Library Directors Report: Lois**
  - **Welcome to our new board members, Joy, Jane, and Dick.**
  - **Welcome to our guest Carol Dawe who is going to guide us through the process of hiring a new director to replace retiring Lois Lovell. She gave a handout out detailing the timeline for the search. Points of discussion were: At the present time we do not offer insurance or retirement, can we afford to offer it or a health stipend instead of insurance; that we would need to hire someone that is comfortable working with an associate director. Our goal is to hire someone by April 1. Carol Dawe would taking care of posting the job by Jan 20. It will be**

advertised in a multi state region. Resumes will go to Carol D and she will sort out which would fit our situation best.

- Revised Library Director Job Description: Janet made a motion to accept revised library director job description with the additions of add to the sentence “of at least 3 years professional background in management, administration, operations and finance, knowledge of public library service and operation of library collection **or its equivalent.** Add **Attending the Library Director workshop is also a requirement.** Joy seconded the motion. Motion passed.
- Covid update/Library reopening: We will be opening to the public on January 18 to pre March 2020 hours. We will still be doing curbside service. Same rules apply: only 4 computers open and we are encouraging no lingering. Storytime time will be virtual.
- 2021 Holiday Closings: Jane made a motion to accept the 2021 holiday closings, Joy seconded, motion passed.
- Trustee training webinar: optional training offered on 3/17/21
- Old Business: none
- New Business: none
- Public comment: none

Joy motioned to adjourn, Janet seconded it. Meeting adjourned at 7:50pm.

Respectfully Submitted,  
Janet Hayes, Secretary