

# SPARTA TOWNSHIP LIBRARY BOARD MEETING MINUTES

APRIL 13, 2021

President Mary-Ann Meyer brought the meeting to order at 6:06pm. Also attending were Dick Beauchamp, Carol Keller, Jane Ohansian, Joy Leussenkamp, Janet Hayes, Library Director Merri-Jo Tuinstra and Associate Director Debbie Poling.

Joy made a motion to accept the March minutes, Carol seconded it. Motion passed.

❖ Treasurers Report: Carol

- March Financial Report: Beginning balance on March 1, 2021 was \$86,655.97. With deposits the beginning balance was \$155,853.15. Total expenses were \$20,032.02. Ending balance on March 31, 2021 was \$135,821.13. Janet made a motion to accept the treasurers report, Joy seconded it. Motion passed.

❖ Library Directors Report: Merri-Jo

- Board meeting dates for fiscal year April 2021-March 2022. Joy made a motion to approve the meeting dates, Jane seconded it. Motion passed.
- New director paid time off: changing from 9 days off to 18 days off
- LLC fiscal year 2021-22 service agreement: It is the same as last year. Jane made a motion to accept the agreement, Carol seconded it. Motion passed. Merri-Jo is going to check on what Shoutbomb is.
- Fiscal year 2021-22 proposed budget: Janet made a motion to accept the proposed budget, Joy seconded it. Motion passed.
- BHS Insurance renewal: Dick made a motion to accept the renewal, Jane seconded it. Motion passed.
- Carol's computer: Janet made a motion to pay for Carol's computer that is being used by her for library treasurer. The cost of the computer is \$904.87. A printer will be paid for when needed. Joy seconded it. Motion passed.
- Library Updates
  - New sensor put in by the hallway to the bathrooms. This is being put in because the emergency door by bathrooms was not secure.
  - Atrium: Needs to be freshen up. 1. Bring bench from balcony down to lower atrium level and put the antique and historical grocery cart on the balcony with plants in it. 2. A storage container that is not being used is going to be sold to Dane. 3. Quote from Water Works for new mulch for the floor is \$240. 4. Possibly a brick walkway put in. 5. Lower atrium bench needs to be fixed.
- Strategic 3 year plan ideas
  - Need a panic button in the office. There is one under the counter at main desk area and also one on the security keypad on the wall.
  - New book carts: Dick is going to check with Chad Van Syckle to see if he could make metal book carts.
  - Kitchen in conference room needs updating. It is 36 years old.

- Adding shelving units to the ends of the Fiction and Non-Fiction sections.  
Merri-Jo is going to check on pricing.

❖ Old Business: none

❖ New Business

- Ancestry: Merri-Jo has a message into Michael from Proquest to see if we can get a discounted rate through the co-op.
- Amazon Prime: Merri-Jo has a message into Kelly at the co-op to check into a discount through them.

Carol made a motion to adjourn, Joy seconded it. Meeting adjourned at 7:38pm.

Respectfully Submitted,  
Janet Hayes, Secretary