

SPARTA TOWNSHIP LIBRARY BOARD MINUTES

MAY 11, 2021

President Mary-Ann Meyer brought the meeting to order at 6:00pm. Also attending were Carol Keller, Dick Beauchamp, Joy Leussenkamp, Jane Ohansian, Janet Hayes, Library Director Merri-Jo Tuinstra and Associate Director Debbie Poling.

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

- Treasurers Report: Carol
 - April financial report: Beginning balance on April 1, 2021 was \$135,821.13. With deposits the beginning balance was \$176,367.40. Total expenses were \$25,791.32. Ending balance on April 30 was \$150,576.08. Jane made a motion to accept the treasurers report, Dick seconded it. Motion passed.
- Library Directors Report: Merri-Jo
 - New Library information brochure: Nicole updated it with several changes in them dropping some programs and adding others.
 - Office panic button quote: Allied Universal Co (formerly Midstate Security) quoted a one time installation fee of \$415.44. Janet made a motion to accept the quote, Joy seconded it. Motion passed. Merri-Jo will call and get it set up.
 - On line donation through Autobooks: Choice One Bank works with Autobooks for patrons/community members to make on line donations of memorials and donations. We will have a 30 day free trial for this. Jane made a motion to open a new account with online donations with Choice One/Autobooks, Carol seconded it. Motion passed. Merri-Jo will get it started.
 - Updated Job Descriptions: Some minor changes in the job descriptions for Associate Director, Youth Librarian, Library Assistant, Library Page, and Gardener. The title of Assistant Librarian is now changed to Adult Librarian and Custodian is now Custodian/Maintenance.
- Old Business

- Amazon Prime: Kelly at Lakeland is checking on this for us
- Ancestry: Michael and Myron from Proquest are checking on a group rate for us. Right now we pay \$1,416 per year for it. The more libraries use it the lower the prices. We might have to change to another program if not enough patrons are using it.
- Strategic 3 year plan update: two library metal carts are going to be ordered from Demco at \$1400. The money used to pay for them is coming out of last years book budget as not as many books were purchased because of the Covid shutdown.
- We are looking for an artist to paint a mural of Sparta history in the youth hallway.
- New Business
 - Update on Covid restrictions: Children 2 and up will have to wear a mask.
 - Building Improvements: Debbie
 - Debbie met with Township Supervisor Dale Bergman to talk about building improvements/repairs:
 1. A new sand blaster will be coming to work on the soffit.
 2. Mowing and fertilizing: Waterworks is taking care of the weeds.
 3. Update on the kitchen remodel: Township will pay for it. Getting quotes from Lynn Kingsbury and Gary Moody.
 4. Rodent problem: Squirrels are getting into the wall by Youth area. Dale will trim the tree by the wall.
 - Window cleaning: This is done once a year. We would like to go with a different company that will do more and for less money. Fish Window Cleaning gave a quote for \$585 for windows inside and out and also the atrium windows. Jane made a motion to accept the quote from Fish Window Cleaners, Joy seconded it. Motion passed.
 - New main door: the seal is broke and Debbie will have Dale to replace it.
 - Need to vote a new vice president in on the board. Jane is considering it. This will be at a future meeting.

- Town and Country Days: will be small events throughout the summer. The parade will be July 17. We will be having a book sale that day on the sidewalk. On May 20-21 there will be a Spring Carnival which will be using our parking lot. We will be closing at 2pm on Friday May 21 and be closed on Saturday May 22.

Jane made a motion to adjourn, Carol seconded it. Meeting adjourned at 7:50pm.

Respectfully Submitted,
Janet Hayes, Secretary