

SPARTA TOWNSHIP LIBRARY BOARD MEETING MINUTES

MARCH 18, 2025

President Mary-Ann Meyer called the meeting to order at 6:00pm. Also attending were Tom Lampen, Janet Hayes, Jane Ohanesian, Joy Leussenkamp, Library Director Merri Jo Tuinstra, and guest Deanna Cook, Wheatland Township Library Board President.

Joy made a motion to accept the minutes from the February 18, 2025 meeting, Jane seconded it. Motion passed.

✚ Treasurers Report: Tom

- February 2025 Financial Report: Income from deposits during the month: \$1,446.60. Millage check of about \$85,000 will be coming later this month. Total expenses during the month: \$21,123.52. Revenue less expenses (MTD): \$(19,676.92). Revenue less expenses (YTD): \$(58,482.47). Beginning cash balance (month): \$68,375.43. Ending cash balance: \$49,294.12. Total YTD income is under budget due to timing of millage. Total YTD expenses are slightly under budget. CD matured on February 23, 2025, renewed @ \$42,000+ for 1 year @ 4.00%. Jane made a motion to accept the treasurers report, Janet seconded it. Motion passed.

✚ Library Directors Report: Merri Jo

- Removal of Debra Poling from our bank accounts. Adding Dick Beauchamp to bank accounts. Tom made a motion to removal Debra and add Dick to bank accounts, Joy seconded it. Motion passed.
- Advisory Meeting Report:
 - Lakeland will be starting a Director Development Meeting because there are so many new directors.
 - Sierra will run an update on Wednesday March 19 from 9 pm to midnight.
 - Amber from Lakeland has sent out a Sierra Survey that she would like all staff to fill out.
 - Our delivery through Lakeland may cost more next year due to federal cuts.
- Township Board Meeting Report
 - We had the Township Budget Workshop on Wed, Feb 26, where we presented the library's proposed budget for 2025-2026 along with the Fire Dept and Historical Commission.
 - The Township approved the library's 2025-26 budget.

- Budget Approval: Tom and Merri Jo will be looking over the budget before voting.
- Circulation Report
- Update on gate on children's area: The gate is installed.
- Computer fund money: We are purchasing 2 big touch screen computers for children. The 2 hard drives went downstairs in the Genealogy room.
- State of Sparta luncheon: Will be held at Stony Ridge on Tues May 6.
- ↓ Personnel Committee Report: Jane
 - The committee has evaluated Library Director Merri Jo Tuinstra and she received all 5s (excellent). She is approved for a 3% raise.
- ↓ Policy Committee Report: Joy
 - Finalize the Job Positions and Christmas policies. Will bring to a vote next month.
 - Handed out the finished policies.
- ↓ Old Business: none
- ↓ New Business: none
- ↓ Public Comment: Deanna was very impressed on how all the board members and staff support each other. She was also impressed by the Townships support. Tom made a motion to adjourn, Jane seconded it. Meeting was adjourned at 7:35pm.

Respectfully Submitted,
Janet Hayes, Secretary

SPARTA TOWNSHIP LIBRARY BOARD SPECIAL MEETING MINUTES

MARCH 25, 2025

President Mary-Ann Meyer called the meeting to order at 5:00pm. Also attending were Tom Lampen, Joy Leussenkamp, Janet Hayes, Library Director Merri Jo Tuinstra. Jane Ohanesian attended via phone. Absent was Dick Beauchamp.

Amend Library Bylaws: Article VI, Section 3 Special Meetings. The following will be added: "Special meetings can be held in person, by telephone or electronic devices such as Zoom or Microsoft Teams etc." Tom made a motion to accept the addition to Article VI, Section 3 of the Bylaws, Joy seconded it. Motion passed.

Proposed Budget for April 2025-March 2026: Tom made a motion to approve the proposed budget, Jane seconded it. Motion passed.

Jane made a motion to adjourn, Joy seconded it. Motion passed. Meeting adjourned at 5:40pm.

Respectfully Submitted,

Janet Hayes, Secretary