

Spring Lake District Library Board Minutes (Unofficial)

February 14, 2020

Present: Mary Eagin, John Nash, Mark Powers, Peter Sherwood

Absent: Joan Boand, Christine Burns, Gordon Gallagher

Also present: Maggie McKeithan, Library Director, Amanda Rantanen, Business Manager

The meeting was called to order at 10:04 a.m. by President, John Nash

Motion to approve the agenda made by Peter Sherwood and supported by Mark Powers. The motion was approved.

Motion by Peter Sherwood, and supported by Mark Powers, to approve the minutes of the January 17, 2020 meeting. The motion was approved.

Motion by Peter Sherwood, and supported by Mark Powers, to accept the financial reports from January 2020 and approve the payment of bills. Motion was approved.

Director's Report - Maggie presented a written report of her work the previous month.

- Maggie noted a recent staff Field Trip, with visits to Wyoming Public Library, Grand Rapids Public (main) Library and East Grand Rapids Library. They saw some very interesting things that they would like to implement at SLDL. The most exciting was RFID Technology for checking in materials – the device read the tag on the book as the patron put it into the book drop and immediately checked the book in (or other library material). This would alleviate staff members having to do this and update the circulation information to know that the item was back in the building.
- Maggie noted that the Board will meet on March 4 for a Strategic Planning session meeting from 10 a.m. – 2 p.m. Library staff will be meeting with the consultant that morning.
- The 2019 audit has been completed and Maggie asked about the presentation. The Board indicated that they would like to have the auditors present to the full board at the March meeting (or when the auditors are available).
- It was noted that the contract with the auditors has been completed. Discussion was held on getting bids for next year.
- Discussion on the Copy Machine replacement is being tabled until next month – as more information needs to be obtained.

Old Business:

Millage Committee –

Maggie continues to work on getting 6 – 8 people for the Millage Committee. She will be sending out an email to those who have agreed to serve to set up the first meeting.

New Business:

Committee Appointments –

Currently the Board Committee are as follows:

Personnel: Joan Boand, Christine Burns, Peter Sherwood

Finance: Mary Eagin, Gordon Gallagher, Peter Sherwood

It was agreed that the committees would remain with those appointments for 2020.

Purchasing – Program Room Tables –

Maggie presented information on the tables that she would recommend purchasing, after looking at 3 different options from different sources. These had the best options and also the lowest price.

Vendor: Kentwood Office Supply

Product: HON Huddle Flip-top Tables (nesting)

16 rectangular tables and 8 half rounds with ganging hardware.

Motion by Peter Sherwood, and supported by Mark Powers, to approve purchasing this table at a cost of not to exceed \$14,500. ROLL CALL VOTE: Mary Eagin – yes, John Nash – yes, Mark Powers – yes, Peter Sherwood – yes. Motion Approved.

John recommends getting rid of some of the older ones, if we need space, with possibility of borrowing extra tables from the Township for events like the flower show or others that require more tables. Mark also suggested renting when the need is bigger than usual.

Motion by Mark Powers and supported by Peter Sherwood to adjourn the meeting at 11:05 a.m. Motion was approved.

Respectfully submitted,

Mary Eagin, Secretary