

Spring Lake District Library Board Minutes January 15, 2021

Present: John Nash - in Spring Lake, MI; Mary Eagin – in Spring Lake, MI; Christine Burns – in Spring Lake, MI; Shelley Peets - in Spring Lake, MI; Mark Powers – in Grand Haven, MI; Peter Sherwood – in Spring Lake, MI

Also present: Maggie McKeithan, Library Director; Amanda Rantanen, Business Manager both at the SLDL in Spring Lake, MI

Absent: Gordon Gallagher

**** NOTE that due to continued caution about the number of people in the library during the COVID-19 Pandemic – a virtual meeting was held using ZOOM.**

The meeting was called to order at 10:00 a.m. by President, John Nash

Motion to approve the agenda made by Chris Burns and supported by Peter Sherwood. A Roll Call vote was taken. Burns – yes, Eagin – yes, Peets – yes, Powers – yes, Sherwood – yes, Nash – yes. The motion was approved unanimously.

Motion to approve the minutes of the December 18, 2020 meeting was made by Peter Sherwood and supported by Chris Burns. A Roll Call vote was taken. Burns – yes, Eagin – yes, Peets – yes, Powers – yes, Sherwood – yes, Nash – yes. The motion was approved unanimously.

Motion made by Peter Sherwood and supported by Chris Burns, **to accept the financial reports from December 2020 and approved the payment of bills.** A Roll Call vote was taken. Burns – yes, Eagin – yes, Peets – yes, Powers – yes, Sherwood – yes, Nash – yes. The motion was approved unanimously.

It was noted that the yearend expenses were erroneously over budget. This error was caused by having to move data from the financial software to a spreadsheet to create the information provided to the Board for the December budget amendment. The error was found last week, and too late to correct the 2020 budget. It was noted that for the year 2020, Income exceeded Expenses, so it was just a budget adjustment error.

New accounting software has already been purchased – our staff and auditor agree that this will be a positive change and should also alleviate creating reports outside of the software.

Director's Report:

Maggie reviewed her written Director's Report noting that additionally:

- The staff is making preparations to reopen the library on Monday, January 18 with limits on the number of patrons as well as the amount of time patrons are allowed to be in the building. The staff has made a lot of changes to accommodate more space for "physical distancing" of patrons while using the library.
- Maggie noted the Peter Sherwood had been approached about a donation of a painting of Midge Verplank to the library. The board agreed that the library is not an appropriate place for the painting. John Nash will follow up with the donor about other locations that would be more appropriate.
- It was noted that this year the bond for the SLDL building will be paid off, and we should be planning for a celebration of that. It was noted that those who were instrumental in getting the new building (and who historically helped make SLDL what it is today) should be included in the celebration.

- Large print books that were being taken out of circulation have been donated to local Senior Living facilities.
- The Lakeland Library Cooperative has a new app for phones that allows patrons to log into the library account, place holds, and even check books out via their phone while in the library. It also allows the user to have multiple library accounts on their phone (family members) to allow the user to pick up holds for other family members. (It shows up as My Library on your phone) Maggie noted how easy it is to use!!

Old Business:

John Nash informed the Board that the Library Director Evaluations had been compiled and this document has been sent via email to Board Members. The compiled evaluation has been reviewed with Maggie. He opened the floor up to comments from Board Members. Comments indicated that Maggie has the full support of the Board.

Motion made by Chris Burns and supported by Peter Sherwood, **to accept the Library Director Evaluation and conclude the evaluation process.** A Roll Call vote was taken. Burns – yes, Eagin – yes, Peets – yes, Powers – yes, Sherwood – yes, Nash – yes. The motion was approved unanimously.

New Business:

Motion made by Chris Burns and supported by Peter Sherwood, **to appoint the following officers for 2021: John Nash, Board President; Gordon Gallagher, Board Vice President; Mary Eagin, Board Secretary / Treasurer.** A Roll Call vote was taken. Burns – yes, Eagin – yes, Peets – yes, Powers – yes, Sherwood – yes, Nash – yes. The motion was approved unanimously.

Motion by Peter Sherwood and supported by Chris Burns **to adjourn the meeting at 11:06 a.m.** Motion was approved.

Respectfully submitted,

Mary Eagin, Secretary