



SPRINGFIELD TOWNSHIP LIBRARY
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Library Board Meeting Minutes April 15, 2025

The meeting was called to order at 7:00 p.m.

Members present: Kristy Bower, Ruth Gruber, Sam Marohn, Kathy Rollins, Joan Rusch, Cathy Forst and Kristina Costigan

Absent: Mary Bell

Secretary's Report:

The minutes for March were distributed at the meeting and approved as written.

In the future, Board members will receive a draft copy of the meeting minutes via email to review prior to the meeting. Printed copies of the minutes will be provided to all Board members at the monthly Board meeting.

Treasurer's Report:

The bills for April total \$23,944.76. Sam moved to pay the bills. Joan seconded. Motion passed. The Amazon amount is an estimate as the exact amount has not been posted yet. The statement is generated on the 16th of each month and will be updated before submitting to the township for payment. The April DTE bill has also not been provided for approval.

The phone bills for November 2024 through March 2024 were not delivered to us for our signature. This money has already been accounted for in the budget and was recorded on the revenue and expenditures sheets so no further action is needed.

The Auditor completed their work. The library was not asked to provide any additional documents. We will receive the report when it is complete.

Sean Miller, Township Clerk, has requested that we obtain our own EIN. The board requested a letter from the clerk to document his reasons for this request.

We have \$592,916.52 in our regular account and \$337,979.69 in our reserve account for a total of \$930,896.21.

We received \$47,055.97 in delinquent taxes in April.

Library Director's Report:

March Statistics

Circulation—10,774

Door Count—2,882

New Patrons—38

Patrons—3,341

Collection Total—75,079

Computer Usage—82

Website Visits—3,220

Hoopla Checkouts—128 (320 items)

Battle of the Books attendance at Davisburg—330

Program Updates

The May activities calendar was distributed and reviewed.

The library will be closed for the township generator installation from May 22 through 24. The Library will remain closed from May 26 through June 7 for the Memorial Day holiday as well as the carpet replacement project.

Andersonville Lower Elementary students and all Davisburg Elementary students will be visiting the library for the promotion of our summer reading program. Lisa and Debbie will visit Andersonville Elementary and Springfield Plains Elementary to promote the summer reading program to the remaining students who will not be visiting the library.

Old Business:

Meeting with Township Leadership to Discuss Property Manager Duties

Cathy and Kristina met with Township Supervisor Ric Davis, Township Clerk Sean Miller and Property Manager Jerry David to discuss the responsibilities of the Property Manager with respect to the Library. Details of this meeting are presented in the attached memo.

New Business:

Computer Replacements

Installation of the new computers was completed on Thursday, April 10.

Firewall Replacement

The Library Network will install the new firewall in May. The library requested an additional \$165 to purchase a mount for the firewall that was not previously requested. Ruth moved to approve the additional funds. Sam seconded the motion. The motion passed.

Carpet Replacement

Final material selection has been completed and Library Design Associates has provided a final quote for the carpet replacement project. The cost breakdown is shown below:

Materials	=	\$96,125
Moving of books and furniture	=	\$63,830
<u>Electrical services</u>	=	<u>\$5,995</u>
Total Cost	=	\$165,950

Ruth moved to approve the cost as show above. Joan seconded the motion. The motion passed. Once the auditor's report has been provided and we have an exact total for the remaining prior year fund balance, the Board will determine the total to be transferred from the Library's Reserve Account to cover the cost of the project.

The library will continue to move forward with this project while working with the township to comply with their requests as deemed reasonable and appropriate by the Library Board.

Updates to Library Addendum

Discussion of changes to the Library Addendum was tabled until the May Board Meeting.

Business was completed. The meeting was adjourned at 8:30pm.

Respectfully submitted,
Kathleen Rollins, Secretary

KFR/kmc