



SPRINGFIELD TOWNSHIP LIBRARY  
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## Library Board Meeting Minutes February 18, 2025

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

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

### **Secretary's Report:**

The January meeting was cancelled due to severe weather. The January bills were signed by two board members. The December minutes were distributed at this meeting and were accepted as written.

### **Treasurer's Report:**

The bills for February total \$18,370.97. Joan moved to pay the bills and Sam seconded. Motion passed.

We have \$481,447.13 in our regular account and \$336,764.51 in our reserve account for a total of \$818,211.64

In December, we moved \$5,500 from the Library Reserve account into the "Other Equipment under \$10,000" fund to pay for the new office furniture.

### **Library Director's Report:**

February Statistics

Circulation—9,888

Door Count—2,668

Patrons—3,147 (44 new)

Website Visits—3,310

Collection Count—74,901 (302 new)

Hoopla Checkouts—295

Tumblebooks Uses—60 (Children's Librarian promoted this with Storytime parents which caused an uptick in usage)

## Program Updates

The February activities calendar was distributed and reviewed.

## Personnel Changes

Debbie will help fill Kristina's position by taking on children's programming responsibilities and working reference desk shifts. Kristina's teen programming and collection responsibilities will be passed on to Leah. Alice and Anne will be working additional hours to fill in the circulation desk coverage. Cora, a former employee, will be returning to cover one shift per week and alternating Saturdays. Chelsey, a former employee, will work some Saturdays as well as work as a reference desk substitute when needed.

## State Aid Report

Kristina and Rachel worked together to complete and file the 2024 State Aid report. The report was distributed and reviewed by board members.

## Property Manager's Salary Increase

In December, the township voted on a raise for the Property Manager without consulting or notifying the library. The library board should be consulted on any arrangements that affect the library's budget. Cathy and Kristina will ask for a meeting with Township officials to discuss this request.

## **Old Business:**

None

## **New Business:**

### Building Insurance

Cathy and Kristina met with Brown and Brown insurance representative, Sarah. They discussed coverage for the contents of the library which is believed to be insufficient. Sarah suggested the library create an inventory of contents which is in progress. Once this inventory is complete, Cathy and Kristina will meet with Sarah to update the library contents replacement coverage if necessary.

### Earned Sick Time Act

The library policy was reviewed by ECTO HR and is in compliance with the proposed changes to the new Earned Sick Time Act. The Michigan governor has proposed a delay on approval of the Act until July 2025. Depending on the final

version of the Act approved by the Michigan Legislature, the library may need to adjust how we record time off.

Amendment to Library Addendum: Break Time Clarification

Break time is not intended to shorten an employee's work day. See attached for the proposed wording change which clarifies the amount of break time employees are allowed and how it should be used.

The wording change was presented to the board. Mary motioned to approve the change and Ruth seconded. Motion passed

Our business completed, the meeting was adjourned at 8:10pm.

Respectfully submitted,  
Kathleen Rollins, Secretary

KFR/kmc