



SPRINGFIELD TOWNSHIP LIBRARY  
12000 Davisburg Road  
Davisburg, MI 48350

Phone (248) 846-6550  
Fax (248) 846-6555  
www.springfield.lib.mi.us

## Library Board Meeting Minutes July 17, 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 and Kristina Costigan

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

The July Board Meeting Minutes were distributed by email and accepted as written with the following changes:

- 3<sup>rd</sup> bullet of the Secretary's Report
  - Memo from June 13, 2025 detailing the meeting between Supervisor Ric Davis and Kristina on May 30, 2025. ~~During this meeting, in which~~ Ric demanded Kristina leave his office while discussing the scheduling of a building-wide power shutdown.
- 4<sup>th</sup> paragraph of the Treasurer's Report
  - ~~At the Library Board's request,~~ Township Treasurer Jamie Dubre transferred \$160,000 from Library Reserve Account to General Library Account. A budget amendment will be made in ~~August~~ **July** to include the \$160,000 for the carpet under Repairs and Maintenance (271-794-930.000)

Ruth moved to approve the minutes as amended above. Joan seconded. Motion passed.

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

The bills for June total \$95,122.25. This total does not include pending Amazon bills or the monthly copier costs through Applied Innovation.

Sam moved to approve the total which includes the second half of the carpet costs. Joan seconded. Motion passed.

We have \$519,862.89 in our regular account and \$179,894.81 in our reserve account for a total of \$699,757.70.

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

June Statistics

Circulation—11,505!

Door Count—2,812  
Teen Checkouts—321  
New Patrons—55  
Patrons—3,454  
Collection Total—75,005  
OverDrive Checkouts—1,746

### Program Updates

The August activities calendar was distributed and reviewed.

The Township Safety Committee has scheduled CPR, First Aid, Stop the Bleed and Narcan training for two dates in August. Training is optional but encouraged for all staff.

Holly Township Library will be joining TLN. The timing of their transition is unknown so we are only allowing 3-month non-resident cards at this time. Once Holly is fully onboard, we will accept all Holly patrons including Groveland and Rose Township patrons. We will track the increase in Rose Township patrons.

### **Old Business:**

#### Township / Library Interactions

The Library staff moved their large format laminator to the Library's upper level storage room to avoid conflict with Township hours as the majority of the Library's use of the laminator takes place in the evenings.

Kristina investigated the possibility of a separate address for the Library. It is possible to add an extension to the Library's address and request a separate mail delivery. The Township Clerk was concerned that we could still get Township mail delivered to us. The Clerk's office has been delivering mail to the Library each morning after the mail has been delivered to the Township offices and sorted.

The library has requested support from TLN to facilitate the separation of our IT equipment from the Township's IT equipment. Several options are being investigated including adding a cage in the lower level IT room as well as relocating the Library's equipment to an upper level space only accessible to Library staff. At the Township Board Meeting on July 10, 2025, the Township Board approved \$15,000 from the Township General Fund for costs associated with the relocation of the Library's IT equipment

Kristina has communicated to Township Clerk Sean Miller that the Library will obtain a separate EIN once the retirement fund changes have been investigated fully. Kristina has requested quotes from Michigan Benefit Financial as well as Municipal Employee Retirement Services (MERS). The new plan options will include

a 401(a) and a 457(b) for each employee. Pricing and other details will be presented to the Board once it is available.

The Library has been given a key fob to the long-term storage area for emergency access. At the Township Safety Committee meeting on June 24, 2025, Township Supervisor Ric Davis granted the Library's request for access to this space during the hours below.

M-Th: 7am-8:15

Fri: 8am-6:15

Sat: 9am-4:15

#### Updates to Library Addendum / Township Handbook

Several changes were approved in the Library Addendum with respect to sick time usage as described below. See the Library Addendum for new wording.

- Sick time usage cannot exceed 30 days per year unless director approval is obtained.
- Unused sick time in excess of 90 days can be paid out to employees at 50% pay for up to 10 days per year.

Joan moved to approve the changes as written. Sam seconded. Motion passed.

#### **New Business:**

##### Staff Updates

One reference staff member moved up north. Her position was filled with a part-time MLIS student.

Interviews for an additional circ staff member will take place in the next two weeks to fill a gap left due to reduced hours of another staff member for personal reasons.

##### Proctoring Policy Update

The hours available for proctoring were adjusted to begin 15 minutes after the library opens and 30 minutes before the library closes.

##### Budget Amendments

The budget amendments listed below were requested to adjust for personnel changes. The overall personnel budget was reduced by \$17,925.

The telephone budget was increased to adjust for past charges as well as an increase due to incorrect calculations by the Facilities Department for current charges.

The repairs and maintenance budget was increased to account for the carpet replacement project.

Joan moved to accept the budget amendments as presented. Kathy Rollins seconded. Motion passed.

| ACCOUNT<br>NUMBER | ACCOUNT<br>TITLE  | 2025<br>Budget | 2025 Amended<br>Budget |
|-------------------|---|----------------|------------------------|
| 271-792-702.000   | <del>LIBRARY DIRECTOR</del> / RET. LIBRARY DIRECTOR       | 22,000         | 30,000                 |
| 271-792-702.001   | LIBRARIAN I   | 56,000         | 36,000                 |
| 271-792-702.003   | LIBRARIAN ASST. VI  | 0              | 6,000                  |
| 271-792-702.007   | SUB. LIBRARIAN  | 0              | 6,000                  |
| 271-792-702.008   | <del>REFERENCE LIBRARIAN II</del> / REFERENCE LIBRARIAN I | 45,250         | 45,250                 |
| 271-792-702.010   | LIBRARY ASST. VI / CHILD / REF TECH                       | 20,025         | 22,000                 |
| 271-792-702.012   | <del>LIBRARY DIRECTOR SELECT</del> / LIBRARY DIRECTOR     | 65,000         | 65,000                 |
| 271-792-702.015   | PROPERTY MANAGER  | 6,000          | 8,000                  |
| 271-792-702.016   | LIBRARY ASST. III   | 11,200         | 8,000                  |
| 271-792-702.018   | REFERENCE LIBRARIAN II                                    | 36,250         | 38,000                 |
| 271-792-702.019   | <del>SUB. LIBRARY ASST.</del> / LIBRARY ASST. IV          | 6,500          | 6,500                  |
| 271-792-702.020   | <del>CHILD / REF TECH</del> / TBD                         | 22,000         | 0                      |
| 271-792-720.000   | HOSPITALIZATION   | 18,450         | 20,000                 |
| 271-793-850.000   | TELEPHONE   | 2,000          | 4,500                  |
| 271-794-930.000   | REPAIRS & MAINTENANCE                                     | 1,000          | 168,000                |

#### Public Hearing

The August 19, 2025 Board Meeting is scheduled at 7:00pm in the Large Meeting Room. The regular order of the meeting will be suspended to open the Budget Hearing for 2026. The Board will discuss the available millage rates and take questions and comments from the public. After the Budget Hearing has been closed, regular board meeting business will commence.

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

Respectfully submitted,  
Kathleen Rollins, Secretary

KFR/kmc