



SPRINGFIELD TOWNSHIP LIBRARY  
12000 Davisburg Road  
Davisburg, MI 48350

Phone (248) 846-6550  
Fax (248) 846-6555  
[www.springfield.lib.mi.us](http://www.springfield.lib.mi.us)

## Library Board Meeting Minutes March 18, 2025

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

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

Absent: Mary Bell and Kathy Rollins

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

The minutes for February were distributed at the meeting and accepted as written.

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

The bills for March total \$12,819.17. Ruth moved to pay the bills and Sam seconded. Motion passed.

There were two bills in February that were not initially recorded for payment that total \$364.00.

The Auditor is currently here and working in the Township Offices.

We have \$603,660.40 in our regular account and \$337,535.36 in our reserve account for a total of \$941,195.76.

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

February Statistics

Circulation—10,067

Door Count—2,411

Patrons—3,298

Website Visits—3,206

Program Updates

The April activities calendar was distributed and reviewed.

The Clarkston District Battle of the Books was held on Tuesday, March 4<sup>th</sup> at Independence Elementary School which was preceded by individual Battles at each

of the 7 elementary schools. The Battle of the Books between Davisburg and Holly Elementary schools will be held Wednesday, March 26<sup>th</sup> at Davisburg Elementary.

We are participating with Parks again in the DIA's "Inside Out" Art program. One of the art pieces will be displayed near the library entrance and is titled, "The Hazelnuts." The artwork will be installed in May and removed in October. We have also applied to host an informational talk titled, "In the Garden."

### **Old Business:**

#### Earned Sick Time Act 2025

The Earned Sick Time Act was approved by the state legislature as effective February 21, 2025. Notice of this act was posted on the staff bulletin board as required.

This act requires that all employees receive sick time and employers cannot restrict what sick days are used for. The library is in compliance with regard to the amount of sick time that employees receive. Sick time may be accrued year to year and may not have a cap on accrual but employers can restrict how much sick time may be used per year. Our previous policy allowed a maximum of 60 days of sick time to be carried over into the next year; this cap will be eliminated from the library's sick time policy.

#### Property Manager's Raise

We met with Elected Officials and discussed that the Library Board needs to be notified of raises and contracts that affect the Library for budgeting purposes.

The Supervisor, Clerk and Property Manager have been contacted to schedule a meeting to discuss the Property Manager's responsibilities to the Library.

### **New Business:**

#### Staff Updates

One full-time staff member will transition to part-time effective April 1, 2025.

#### Updates to Library Addendum

Detailed changes to the Library Addendum were presented to the Board for discussion.

The sections detailing Paid Holidays, Sick/Personal Time and Vacation were modified to contain consistent wording and to add substitute employees. The Board was in agreement with the new wording but will table a vote to discuss additional changes at the next Board meeting.

As the amount of sick time that can be accrued may not be limited according to the Earned Sick Time Act, the board discussed limiting the amount of sick time that can

be used at 30 hours per year unless director approval is obtained. Final wording changes will be presented to the Board at the next Board meeting.

#### Joint Meeting with Township

The annual Joint Meeting with the Township Board is scheduled for Tuesday, June 17 at 6pm which will take place immediately before the regularly scheduled Library Board Meeting.

#### Firewall Replacement

The library's firewall is outdated and needs to be replaced. The Library Network recommends a SonicWall TZ470 as a replacement at a cost of \$4,320 plus \$130 handling for a total of \$4,450. Ruth moved to purchase the firewall. Joan seconded the motion. The motion passed.

#### Computer Replacements

The library must replace 7 computers that will no longer be supported by Windows 10 as of October 2025. The library would like to purchase 7 Dell OptiFlex SFF7020 desktop computers at a cost of \$4,753 plus TLN Tech Support for installation at a cost of \$2,030 for a total cost of \$6,783. The library will ask the Friends of the Library to help with the cost of this upgrade. Sam moved to purchase the computers. Ruth seconded the motion. Motion passed.

#### Carpet Replacement

We are moving forward with material selection for the carpet replacement. Carpet will be replaced throughout the library with the exception of the 3 staff offices, the study room and the storytime room. We will be working with Library Design Associates and material selection will be made within a few weeks. It is anticipated that the project will be scheduled for the end of May 2025. Final costs will be available once the material selection has been made. The board will be presented with final costs for approval at the next regularly scheduled Board meeting.

Business was completed. The meeting was adjourned at 8:25pm.

Respectfully submitted,  
Cathy Forst, Acting Secretary

CPF/kmc