



SPRINGFIELD TOWNSHIP LIBRARY  
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## Library Board Meeting Minutes May 20, 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 minutes for April were distributed at the meeting and approved as written.

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

The bills for May total \$21,726.45. Joan moved to pay the bills. Sam seconded. Motion passed.

The library owes \$1051.41 to the township in past phone charges from 2024 and \$395.22 from 2025. The phone bills were not presented to the library for their approval and the township was not transferring the funds from the library's account. The money that was budgeted in 2024 will be carried over to 2025 to cover the shortfall. Sam moved to pay the past due phone charges. Ruth seconded. Motion passed.

We have not yet received the Auditor's report.

We have \$536,171.03 in our regular account and \$338,854.95 in our reserve account for a total of \$875,025.98.

The first of two state aid payments of \$7,885 was received in April.

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

April Statistics

Circulation—10,274

Door Count—2,924

New Patrons—33

Patrons—3,367

Collection Total—74,956

Website Visits—3,323

## Program Updates

The June activities calendar was distributed and reviewed. The Board has requested that Board Meetings and Friends Meetings be added to the calendar in the future.

The library will be closed through May 22-23 for the township generator installation and May 27-June 7 for carpet replacement.

The Summer Reading theme is "Color Our World".

## **Old Business:**

### Firewall Replacement

The new firewall will be installed the week of May 26, 2025.

### Carpet Replacement

Work on the carpet replacement project will begin on Tuesday, May 27. The staff will work over the weekend of June 7 & 8 to ready the library for reopening to the public on Monday, June 9.

\$160,000 needs to be transferred from the Library Reserve Account to the Regular Checking Account to pay for the carpet replacement. Sam moved to approve the transfer of funds. Ruth seconded the motion. The motion passed.

### Updates on Township / Library Interactions

As of Monday, April 28, library staff access to the mailroom within the Township office area has been revoked without any formal notification – neither keys nor key fobs open the door. Cathy visited the post office to request separate deliveries and was told this was not possible because the entire building has one single address. She was also informed that the township had requested the post office stop mail delivery to the Civic Center Building on Saturdays. When the Davisburg postmaster called the township to inquire as to why the library no longer had access to the mailroom, she was told that they "were having key problems." Cathy returned to the post office to request that Saturday mail delivery be resumed and her request was denied by the postmaster. Cathy will be following up with the state postal inspector to determine our next steps.

Library staff access to the lower level long-term storage area has also been revoked. Not only does the library have items stored in this space, but this space has been designated as an emergency shelter area. Restricting library staff access to this area presents a safety concern and goes against the recommendations made by the safety committee per Safety Committee Meeting Minutes from August 13, 2024. Kristina presented the issue to the safety committee via email with no response to date.

Two additional areas where library staff access has been restricted are the server room and the electrical room on the lower level which contain both library and township IT equipment. To access these spaces, library staff must contact township

staff in advance of requested access. Extended library hours result in times when library staff may need access to these spaces when township staff are not present on-site.

**New Business:**

Special Board Meeting

A Special Library Board Meeting to discuss the agenda for the Joint Meeting with the Township has been set for Tuesday, June 10 at 7pm. The meeting notice will be posted on the library website.

Business was completed. The meeting was adjourned at 8:15pm.

Respectfully submitted,  
Kathleen Rollins, Secretary

KFR/kmc