



SPRINGFIELD TOWNSHIP LIBRARY
12000 Davisburg Road
Davisburg, MI 48350

Phone (248) 846-6550
Fax (248) 846-6555
www.springfield.michlibrary.org

Library Board Meeting Minutes November 18, 2025

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

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

Guests present: Cathy Forst

Secretary's Report:

The October Board Meeting Minutes were distributed by email for Board Member review prior to the meeting. The minutes were approved as written.

Treasurer's Report:

The bills for November total \$10,168.22.

Mary moved to approve the bills. Joan seconded. Motion passed.

There is \$237,85.23 in the regular account and \$181,614.81 in the reserve account for a total of \$419,470.04.

Library Director's Report:

October Statistics

Circulation—10,462 - surpassed 100,000 check-outs for the year!

Door Count—2,977

Patrons—3,523

New Patrons—41

Collection Total—74,150 (359 added this month)

Program Updates

The November activities calendar was distributed and reviewed.

The Community Tree Lighting Ceremony is scheduled for Saturday, December 6 | 3-6pm.

The library will be closed December 24 – 29 and December 31.

“Noon” Year’s Eve celebration at 11am on December 30.

TLN Update

Clarkston Independence District Library (CIDL) requested that we issue electronic library cards to all Clarkston Schools students. Kristina has requested a TLN committee to discuss the implications of this within the shared system before arrangements can be made with CIDL.

Book Challenge

Two patrons challenged the placement of a book about raising transgender kids. The formal reconsideration process includes a review of the challenge by a committee and a formal response letter to be sent to the patron with the library's decision. The response will contain an explanation of the materials selection process as well as the display process for all new library books.

Old Business:

Township / Library Interactions

IT / Server Room

Kristina has a meeting with TLN and Township representatives to review the quote. Next steps will be determined after this meeting.

Retirement Plan Transition / EIN

Julie Lee will be working with all eligible staff members to register for the new retirement plan which is expected to be ready for contributions by January 1, 2026.

Facilities Department

Jerry is retiring effective November 21 and Alex has been promoted to Facilities Manager. A new full-time maintenance person will be hired to backfill the vacancy left by Alex's promotion.

As of January 2025, the library will be responsible for managing its own custodial services. Initial communication from the township regarding this change indicated that the library would also be responsible for the upper level lobby and restrooms. The Board expects that any changes to the custodial services agreement will adhere to the division of costs outlined in the Civic Center Cost Sharing Agreement.

New Library Logo

Kristina will continue to work on new logo options which will be presented to the Board next year. The cost will be minimal as the plan is to use design.com which will require a monthly subscription cost during the design process.

2025 Budget Amendments

Kristina will reach out to Ken Palka, our auditor, to determine if the \$160,000 transfer of funds from Library Reserve Fund the Library General Fund in May 2025 needs to be reflected in the budget.

2026 Budget Review

Kristina reviewed the proposed budget for 2026. Items of note were addressed in the Budget Summary Memo. The Library Board will vote on the budget at the December Board Meeting.

New Business:

Life, Long-Term Disability, and AD&D Insurance

Quotes were solicited from 5 insurance agents. One America was the best value with a monthly premium of \$122.48 for the four full-time employees. Julie Lee from Michigan Benefit Financial will be retained as the agent of record.

Election of Officers for 2026

The Board unanimously elected the following officers to serve for the 2026 calendar year:

President – Kristy Bower

Vice-President – Ruth Gruber

Treasurer – Sam Marohn

Secretary – Kathy Rollins

Amendment to Library Addendum re: Retirement Savings Plan

New language was presented to the Board for the 401k Retirement Plan section of the Library Addendum. The section needs to be updated as the library transitions from a 401k plan to a 457 and 401(a) plan. The proposed text was presented to the Board for review. This item will be revisited at the December Board meeting for any revisions and approval by the Board.

Business was completed. The meeting was adjourned at 8:35pm.

Respectfully submitted,
Kathleen Rollins, Secretary

KFR/kmc