



SPRINGFIELD TOWNSHIP LIBRARY
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Library Board Meeting Minutes September 16, 2025

The meeting was called to order at 7:10 p.m.

Members present: Kristy Bower, Sam Marohn, Kathy Rollins, Joan Rusch, Kristina Costigan

Members absent: Mary Bell, Ruth Gruber

Guests present: none

Secretary's Report:

The August Board Meeting Minutes were distributed by email. Joan moved to approve the minutes as written. Sam seconded. The minutes were approved as written.

Treasurer's Report:

The bills for August total \$11,067.08.

Kathy moved to approve the bills. Sam seconded. Motion passed.

Legal fees billed through August 13, 2025 totaled \$2,880. Joan moved to approve the payment. Kathy seconded. Motion passed.

There is \$345,170.09 in the regular account and \$180,903.60 in the reserve account for a total of \$526,073.69.

A tax tribunal payment of \$304.86 was made to the Oakland County Treasurer on August 15, 2025.

Library Director's Report:

August Statistics

Circulation—11,169

Door Count—2,766

New Patrons—59

Patrons—3,501

Collection Total—74,893 (258 new items)

Website Visits—9,218

Program Updates

The October activities calendar was distributed and reviewed.

Holly will officially be a member of TLN on October 1, 2025. The Library has stopped charging a non-resident fee for Holly, Rose, and Groveland Township residents and they will be given a temporary Springfield Borrowing Card until Holly has acquired TLN compatible library cards.

Old Business:

Township / Library Interactions

IT / Server Room

Following a site visit, Teoma Systems provided a budgetary quote for labor and materials costs required to move the Library's IT equipment out of the IT Room on the lower level of the Civic Center Building into the Library Director's office. This quote was shared with the Township IT Coordinator, Facilities Manager and Township Supervisor on September 4, 2025 along with a request from the Library Director on how the township would like to proceed. On September 15, a second request to review the quote and discuss future actions was presented to the Township IT Coordinator along with the Facilities Manager and the Township Supervisor. Kristina will follow up with the Township staff to determine a plan for completing this project

Retirement Plan Transition / EIN

Quotes for new retirement plan options were obtained from Michigan Benefits Financial, McDonald Financial and MERS. Based on the plan costs and the level of financial advising to be received, the library staff requested that the library move forward with Michigan Benefits Financial who is currently the agent of record for the 401K plans. Kristina has also requested quotes for life insurance, accidental death and dismemberment, and long-term disability insurance from Michigan Benefits Financial, McDonald Financial, MERS, Kapnick Insurance Group and National Insurance Services.

Facilities Manager Retirement

At the Township Board Meeting on Thursday, September 11, Supervisor Ric Davis announced that Facilities Manager Jerry David would be retiring effective December 1, 2025 and Alex Steward will be taking over as the new Facilities Manager.

HVAC System

At the Township Board Meeting on Thursday, September 11, the Township Board approved the replacement of the HVAC system rooftop units. This project is projected to begin in Fall 2025 and be completed in Spring 2026.

New Business:

2026 Library Calendar

Kristina presented the 2026 Library calendar for approval. The library will be closed for the following holidays:

New Year's Day (1/1)	Labor Day (9/5-9/7)
Martin Luther King Jr Day (1/19)	Veterans' Day (11/11)
President's Day (2/16)	Thanksgiving & Friday after (11/26-11/28)
Easter Weekend (4/3-4/4)	Christmas Eve & Christmas Day (12/24-12/26)
Memorial Day (5/23-5/25)	New Year's Eve (12/31)
Independence Day (7/3-7/4)	

The library will close at 5pm on the following days:

Wednesday before Thanksgiving (11/25)
Days between Christmas and New Year's Eve (12/28-12/30)

Winter Saturday hours (12pm-4pm) are in effect for January, February and December.

Sam moved to approve the calendar as presented. Joan seconded. Motion passed.

2026 Library Board Meeting Schedule

Kristina presented the 2026 Library Board Meeting dates. The meetings will remain on the third Tuesday of the month at 7:00pm in the Storytime Room with the exception of the August meeting which will begin with a Public Budget Hearing in the Large Meeting Room and then proceed with the monthly Library Board Meeting. The meeting dates are as follows:

January 20	July 21
February 17	August 18
March 17	September 15
April 21	October 20
May 19	November 17
June 16	December 15

Kathy moved to approve the Board Meeting schedule as shown above. Joan seconded. Motion passed.

Business was completed. The meeting was adjourned at 8:45pm.

Respectfully submitted,
Kathleen Rollins, Secretary

KFR/kmc