



SPRINGFIELD TOWNSHIP LIBRARY
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Library Board Meeting Minutes April 21, 2026

The meeting was called to order at 6:30 p.m.

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

Members absent: Kristy Bower

Guests present: Cora Allen

Secretary's Report:

The March 2026 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 April total \$17,139.18.

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

There is \$731,107.41 in the regular account and \$184,009.07 in the reserve account for a total of \$915,116.48.

The first of two State Aid payments was received at an amount of \$7,882.36. The second payment will be sent in July for an amount approximately equal to the first payment. An additional tax disbursement of \$53,940.55 was credited to our account.

Library Director's Report:

March Statistics

Circulation—10,359

Door Count—2,843

Patrons—3,347

Collection Total—72,753 (239 added this month)

Website Visits—4,177

New Patrons—36

Program Updates

The May 2026 activities calendar was distributed and reviewed.

The Friends of the Springfield Township Library Book Sale is May 7 – 9. The library will be closed May 23 – 25 for the Memorial Day holiday and the entire Civic Center Building will be closed Tuesday, May 26 for the HVAC rooftop unit installation, weather permitting.

Old Business:

Township / Library Interactions

IT Equipment Relocation

On April 2, Chris Comstock told Kristina that he was working on an RFP but no additional information has been shared.

Retirement Plan / Payroll Transition - EIN

Payroll has been processed under the Library's EIN since March 31 and the new employee retirement accounts have been funded.

The library will continue to offer Life Insurance, AD&D, and Long-Term Disability through Equitable under our current contract.

The library has also been approved for a new credit card account through Oxford Bank which will allow the Chase Credit Card Account to be cancelled.

HVAC System Replacement

The HVAC rooftop unit installation is scheduled for Tuesday, May 26, 2026, weather permitting. The entire Civic Center building including the library will be closed and no staff will be allowed in the building that day. The closure has been posted on the library's website, social media channels and on the library doors. The remainder of the HVAC update will be done without disruption to library hours.

Building Insurance

A discussion on Property Insurance and the split percentages has been requested as an agenda item for the Joint Board meeting. The township suggested that the library may want to look at their own insurance policy. Upon this suggestion Kristina did request costs for a library-specific policy, but it should be noted that the Civic Center Cost Sharing agreement states that "Insurance coverage is obtained and maintained by the Township." The agreement also defines how the premiums should be "divided according to each Fund's proportionate share of the expense."

Facilities Maintenance

Kristina met with the Facilities Manager to discuss the responsibilities of the Facilities Maintenance Department to the Library. During this meeting, the Facilities Manager stated that he sees his primary responsibilities in this building to be electrical, HVAC, and plumbing and that he is also responsible for four other township buildings and the cemetery. Despite previous arrangements with the Facilities Department, the Library is not receiving services equivalent to the 15% of the Facilities Manager's salary and benefits that they pay. Kristina told the Facilities Manager that she would like to meet with a Steering Committee to discuss possible resolutions.

New Library Logo

The Library is going to work with Oakland University Graphic Design Professor Meaghan Barry on a new logo design. Professor Barry has students in her Community

Design class work in groups to create a brief with a logo and press kit for a non-profit organization. The groups present their projects to the client and the client chooses the design that best fits their needs. Professor Barry will work with Kristina in the fall to start planning for the Winter 2027 semester. Waterford Township Library worked with Professor Barry last year and Kristina presented a newspaper article to the Board so they could read about the collaboration process between the students and Waterford Township Library.

Liberty & Legacy Event

The Library will be participating in the Liberty & Legacy event to be held at the Oakland County Fairgrounds on Saturday, September 26 from 12pm to 10pm. This event is a community celebration commemorating a number of milestones: America 250, 60 years of Oakland County Parks, 190th anniversary of Springfield Township, 50th anniversary of Springfield Township Library, and 30 year anniversary of the Friends of the Springfield Township. The Library will host a craft table where kids will make paper rockets and then “launch them to the moon.” The Friends of the Library will host a bookwalk for all ages. The Library Board will create a visual display of the Library’s history. The Library will also create a participatory display for library patrons to share their favorite library memories.

The Library will be closed on the day of this event and will have staff members working to support their activities.

Joint Board Meeting with Library, Parks and Township

A Joint Meeting of the Township Board, the Parks & Recreation Commission, and the Library Board will be held on Tuesday, May 12 at 5pm in the Civic Center Large Meeting Room. The Library Director and Parks Director have suggested several agenda items and requested to meet with the Township Clerk to finalize the agenda. The Library Director will request that the agenda be finalized by one week before the meeting on Tuesday, May 5.

The following agenda items were suggested:

- Library Presentation – The Library in Numbers
- Phone Bill
- Steering Committee Formation
- Property Insurance
- Update on Township Staff Responsibilities
- Natural Resources Update (requested by Parks)

Storytime Room / Library Maintenance

Kristina solicited two quotes for the cleaning of the storytime room and conference room carpet, stripping and waxing of the storytime room vinyl, and cleaning and sealing the tile and grout in the two in-library restrooms. Sunset Maintenance perform the above tasks for a cost of \$765.

The Facilities Manager is going to coordinate the cleaning and sealing of the tile and grout in the upper and lower level lobbies after the HVAC installation is complete.

A quote for painting the storytime room and the circulation desk area has been requested from Nick the Painter. Kristina will update the Board once she has received this quote.

New recycled plastic hexagonal picnic tables have been purchased for the area outside the library staff door. A base of crushed stone will be installed beneath these tables once the weather is dry enough. An anonymous patron donation will cover the cost of the tables and the stone base.

New Business:

2026 Budget Amendment #3

- change #1 - for account number 271-010-675.000 - change account title from CONTRIBUTIONS to CONTRIBUTIONS - DIRECT and reduce funding from current amount of \$5,000 to \$350
- change #2 - add account number 271-010-675.001 with account title of CONTRIBUTIONS - INDIRECT and add funding of \$18,500
- change #3 - change account name from OPERATING SUPPLIES to OPERATING AND BUILDING EXPENSES
- change #4 - for account number 271-793-730.000 - increase funding from current amount of \$8,000 to \$12,000
- change #5 - change account name from COLLECTIONS to LIBRARY SERVICES
- change #6 - for account number 271-797-740.001 - increase funding from current amount of \$4,500 to \$14,000

These changes allow the library budget to reflect all library programming in the including that which is supported by donations.

Joan motioned to approve the budget amendments as presented. Sam seconded. Motion passed.

The next two Library Board Meetings are as follows:

Joint Board Meeting with Township and Parks & Rec– Tuesday, May 12 at 5:00pm

Next Regular Library Board Meeting – Tuesday, May 19 at 6:30pm

Business was completed. The meeting was adjourned at 8:10pm.

Respectfully submitted,
Kathleen Rollins, Secretary

KFR/kmc