



SPRINGFIELD TOWNSHIP LIBRARY  
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## **Library Board Meeting Minutes February 17, 2026**

The meeting was called to order at 7:02 p.m.

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

Members absent: Kathy Rollins

Guests present: Christine Crimmins

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

The January 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 February total \$13,647.84. The monthly cost for Workman's Comp and Building Insurance are shown separately at the end of the monthly bills but not included in the total as those are prepaid bills.

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

There is \$564,549.45 in the regular account and \$182,907.71 in the reserve account for a total of \$747,457.16.

The December 2025 month end totals are \$232,630.40 in the regular account and \$182,907.71 in the reserve account for a total of \$415,538.11.

Joan moved to accept the Treasurer's Report and Sam seconded. Motion passed.

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

January Statistics

Circulation—10,049

Door Count—2,368

Patrons—3,460

New Patrons—48

Collection Total—72,264 (304 added this month)

Storytime programs have great attendance and are one of our most popular programs right now.

## Program Updates

The March 2026 activities calendar was distributed and reviewed.

Euchre Club is being held twice a month on Wednesday evenings at 6pm.

The library is hosting an Underground Railroad display for the month of March and will have a speaker on the Underground Railroad visit on Friday, March 6 at 4pm.

The library has purchased a movie streaming license from Swank Motion Pictures. The first movie of the year, A Bug's Life, is to be shown during Spring Break on Tuesday, March 31.

## Food Pantry

Thanks to Mike and Cathy Forst for picking up the new shelving units and assisting with assembly. The new units look nice and blend well in the upper level entrance lobby.

## Holly Township Library

Holly Township Library has taken initial steps to create a district library which would include Holly Township, the Village of Holly, Rose Township and Groveland Township. We will follow this process.

## **Old Business:**

### Township / Library Interactions

#### Retirement Plan / Payroll Transition - EIN

Payroll transition should be complete by the end of February which will allow the staff to transfer all funds from township retirement accounts to accounts of their choosing.

#### HVAC System Replacment

The HVAC system replacement is scheduled to take place at the beginning of May. The building will be closed for one day while the new units are installed on the rooftop but the remainder of the project should be completed with minimal disruption to daily activities.

#### Building Insurance

The Township negotiated a new insurance contract with Selective Insurance using a representative from Allied Insurance as their agent. The library was not part of the negotiations and has reached out to the Allied representative to review the coverage with respect to the library. The cost drastically increased from the previous year so Kristina plans to request a more detailed cost breakdown as well.

#### Building / Door Access

Kristina requested her access to the Electronic Door Access Control Module (ACM) be reinstated for the upper lobby door, the meeting room door and the library staff entrance as she no longer has access to this system. She also requested that her key fob be programmed to allow access to the meeting room door. The

response from Chris, the Township IT coordinator, was that “per Ric’s directive, access to the ACM is restricted to Alex and [Chris] only.” Also that “[a]dding the large meeting room door... is not permitted under current policy.” The Board also had concerns regarding security but Kristina shared that there is a lockdown button available in case of an emergency situation.

## **New Business:**

### 2026 Budget Amendments

- Move \$9000 from Health Insurance to \$3000 for each of the three full-time staff members who receive a health care stipend in lieu of health insurance
  - Remaining Health Insurance total is \$8000
- Increase Disability Insurance by \$100 to accommodate increased cost
- Increase Insurance & Bond from \$7475 to \$9000 to accommodate increased cost with annual renewal
- Move \$17,500 from Civic Center Costs to Repairs and Maintenance to reflect new account for cleaning costs
- Increase Tax Tribunal Refunds from \$500 to \$1000 to accommodate expected increase.

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

### Amendment to Library Addendum Re: Retirement Savings Plan

Add the wording in ***bold/italics*** below to the Retirement Savings Plan section of the Library Handbook Addendum to clarify the retirement match as requiring an equal contribution from the employee.

Full time employees participating in the plan are eligible for an employer matching contribution according to the formula defined below. Part-time employees are not eligible for the employer matching contribution. ***The employer matching contribution is a dollar-for-dollar match equal to but not more than the employee contribution. Employees must contribute at least 3% of their salary to be eligible for any matching contribution and the matching contribution increases with the employee contribution up to a maximum match of 7%.***

- At least 60 days of service but less than 7 years of service → ***match of 3%***
- At least 7 years of service but less than 14 years of service → ***match up to 5%***
- 14 years of service or more → ***match up to 7%***

Sam motioned to accept the changes as written. Mary seconded. Motion passed.

### Storytime Room Maintenance / Upgrade

A preliminary estimate of \$40,000 was provided by LDA to include the following: removal of all flooring and vinyl base including replacement with new vinyl flooring and base. Removal of carpet on wall, clean these walls and prep drywall for painting. Painting of all interior walls. New fabric wrapped hexagon shaped acoustic panels to be

installed on the wall where carpet has been removed, estimating an area measuring 66” high x 180” wide. This would include the storage room that is attached to the story time room.

The Board would like to see another estimate for this work. Kristina will share a more detailed breakdown of the costs with the Board before requesting another estimate.

#### Library Handbook Review – Health Care Section

Kristina will be working on the Health Care Section of the Library Handbook Addendum. To ensure compliance with the Publicly Funded Health Insurance Act, the rewrite will include a detailed explanation of health care eligibility and a provision for employee contributions to health care premiums. Kristina will present a working copy for Board review in March or April.

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

Respectfully submitted,  
Ruth Gruber, Vice-President

RG/kmc