



SPRINGFIELD TOWNSHIP LIBRARY  
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## **Library Board Meeting Minutes May 19, 2026**

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

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

Members absent: none

Guests present: Margaret Hanes

### **Special Presentation**

Kristy Bower and Ruth Gruber were recognized for 50 years as Library Board members and thanked for their service to the Library.

### **Public Comment**

Margaret Hanes said the Library and Parks and Recreation are the best things about Davisburg.

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

The April 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 \$18,607.81. The cost for carpet and tile cleaning as well as summer reading program materials were included in the bills.

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

There is \$676,603.01 in the regular account and \$184,556.19 in the reserve account for a total of \$861,159.20.

### **Old Business:**

Township / Library Interactions

IT Equipment Relocation

On April 28, Chris Comstock told Kristina that an RFP was "largely drafted and currently in progress." No additional updates are available at this time.

## HVAC System Replacement

Weather permitting, the HVAC rooftop unit installation is still on schedule for Tuesday, May 26, 2026. The lower level of the Civic Center building will be open but the library will be closed as the crane will be lifting the new rooftop units directly over the library. 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

The Township presented new insurance totals which results in an approximate savings of \$1,200 to be refunded to the Library's accounts.

## Facilities Maintenance

Kristina and Ruth met with Sean and Alex on April 30, 2026. They presented a contract that Ruth said the Library would review. Kristina forwarded the contract to the Library's lawyer who supported the decision that the contract is not to be signed in its current iteration. Since there has been a major personnel change in the Supervisor's office, the Library Board will pause on a discussion of proposed revisions at this time.

## Joint Board Meeting with Library, Parks and Township

The Joint Meeting of the Township Board, the Parks & Recreation Commission, and the Library Board was held on Tuesday, May 12 at 5pm in the Civic Center Large Meeting Room. Supervisor Ric Davis was not present at this meeting and the Library Board was informed of his leave after the meeting. A summary of key discussions is as follows:

- There will be no change to the phone bill charges for the upcoming year.
- The Township will provide a refund on overage charges for Property Insurance allocation errors.
- A Steering Committee composed of the following Township, Library, and Parks and Recreation Representatives will be meet on Wednesday, June 10 at 10am. Sarah Richmond and Kristina Costigan will send an agenda to the group ahead of the meeting.
  - Township – Lori Beatty, Township Trustee; Alex Steward, Facilities Manager
  - Parks and Recreation – Sarah Richmond, Parks Director; Rich Parke, Parks Commissioner
  - Library – Kristina Costigan, Library Director; Ruth Gruber, Library Board Member

## Liberty & Legacy Event

Kristina shared an update from the most recent Liberty & Legacy Event planning meeting. The Library is still planning to host a table at the event. Kristina has requested assistance from the Library Board to create a Library History display. The Library will also collect favorite library memories from patrons to create a bunting decoration which will be hung in the library prior to and after the event.

## Storytime Room Maintenance

The storytime room, in-library restroom, staff restroom, and library staff vestibule flooring has been cleaned. Bronson from Sunset Maintenance was great to work with and did a great job.

Kristina has solicited quotes for painting the storytime room and the circulation desk area. She hopes to have quotes to present to the Board next month.

The wood wall manipulative toys have been ordered and are expected to be delivered within the month. An anonymous patron donation to the Friends will cover the cost of these toys.

## Library Handbook Review – Health Care Section

Kristina shared an updated version of the Health Care section of the Library Handbook Addendum. The new section reads as follows:

### ***Medical Insurance***

**Full-time employees** are eligible for medical insurance beginning on the first day of the month after completing 60 days of service. Employees may be responsible for a portion of their insurance premium as determined by the Library Board.

Medical insurance premiums are only subsidized for **full-time employees** with the potential option to add coverage for additional family members at full cost to the employee. **Full-time employees** who waive the option for medical insurance will receive an annual stipend to be paid in equal monthly installments. If an employee has a significant life event triggering the need to add medical insurance mid-year, the stipend will be terminated and the employee will pay their insurance premium contribution for the remainder of the year.

The employee premium contribution and stipend will be evaluated annually by the Library Board.

Ruth motioned to initiate a 15% employee contribution for health insurance premiums for full-time employees who choose to accept health insurance coverage. The employee contribution will begin in January 2027. Joan seconded. Motion passed.

The Board acknowledged that the previously approved annual stipend of \$3000 remains in place.

## **New Business:**

### Credit Card Policy

The Library has acquired a new credit card which is underwritten by Oxford Bank. Four employees who make regular purchases as well as the Director will receive cards. The Director has oversight of all staff cards and authority to set credit limits according to department needs.

Kristina shared an updated Credit Card Policy for approval by the Board. The policy includes a form that all employees must sign when they are issued a card. The policy is attached.

Mary motioned to approve the Credit Card Policy as presented. Ruth seconded. Motion passed.

**FOIA Policy**

As part of a comprehensive policy review, Kristina has asked the Board to review the current FOIA policy. There were some concerns about the rules for charging and having a more robust policy. Kristina will present an updated policy to the Board for review at a future meeting.

**Authorize Director to Change Blue Cross Blue Shield Plan**

Kristina proposed that the library switch from the current Blue Cross Blue Shield Plan Community Blue PPO Platinum Option 2 EA to Simply Blue PPO Gold Option 1 EA. The current plan is increasing in cost by 17% with a new monthly premium of \$722.69 and the proposed plan will have a monthly premium of \$586.03. The current plan has a deductible of \$250 and the proposed plan has a deductible of \$500. The following table is a comparison of the two plans. The renewal period begins on July 1, 2026 so a change of plan must be selected by June 1, 2026 to take effect at the beginning of the renewal period.

	<b>Community Blue PPO Platinum Option 2 EA</b>	<b>Simply Blue PPO Gold Option 1 EA</b>
	<b>PPO</b>	<b>PPO</b>
	<b>In-Network</b>	<b>In-Network</b>
<b>Deductible - Individual</b>	\$250	\$500
<b>Annual Out-of-Pocket Max</b>	\$9,100	\$8,150
<b>Physician Office Services</b>		
Preventative Care	No Charge	No Charge
Primary Care	\$20	\$30
Specialist	\$30	\$50
Virtual Visit	\$20	\$30
Behavioral Health	\$20	30%
<b>Hospital Services</b>		
Urgent Care	\$60	\$60
Emergency Room	\$150	\$250
Inpatient	20% after deductible	30% after deductible
Outpatient	20% after deductible	30% after deductible
<b>Diagnostic Services</b>		
Imaging/CT/PET/MRI	20% after deductible	30% after deductible
Labs	20% after deductible	30% after deductible
X-Rays	20% after deductible	30% after deductible
<b>Rehabilitative Care</b>		
Chiropractic	\$20	\$30
Speech Therapy	20% after deductible	30% after deductible

Occupational and Physical Therapy	20% after deductible	30% after deductible
Durable Medical Equipment	20% after deductible	30% after deductible
<b>Prescription Drugs</b>		
Generic	\$5	\$20
Preferred Brand	\$40	\$60
Non-Preferred Brand	\$100	\$100
Preferred Specialty	\$40	20%/\$200 max
Non-Preferred Specialty	\$100	25%/\$3000 max

Joan moved to approve the change to Simply Blue PPO Gold Option 1 EA. Ruth seconded. Motion passed.

**Library Director’s Report:**

Staff Changes

One part-time staff member is leaving for another job which opened up two evening shifts and 1-2 Saturdays per month. One evening shift will be covered by another part-time staff member. A candidate from TLN who has performed work in the library will be interviewed to fill the remaining evening and Saturday shifts. One of the shelvers will also begin training on circ duties to serve as an additional circ substitute when needed.

April Statistics

Circulation—10,030 (39,526 year to date)  
 Door Count—2,709                      Website Visits—4,329  
 Patrons—3,343                              New Patrons—39  
 Computer Use—90                          Program Attendance - 227 kids, 20 teens, 60 adults

Program Updates

The June and July 2026 Summer Reading activities calendars were distributed and reviewed.

The euchre program has become popular and new dates have been added for the summer months. Summer Reading for all ages officially starts June 1, 2026.

The new picnic tables were delivered and assembled this week with the help of Friends volunteer Mike Forst. An anonymous patron donation to the Friends covered the cost of the tables and the stone base.

Board Member Resignation and Replacement Process

MCL 397.211(5) states that ““A member who is serving a term on a library governing board on the effective date of the amendatory act that added this sentence and who during that term ceases to be a qualified elector of the city, village, or township in which he or she was appointed or elected may serve the remainder of the term, but may not seek another term on the library governing board of that city, village, or township.”

Kristina informed the Board that MCL 397.211 (5) states that if a Board member moves out of the township, they are not required to resign but may finish out the remainder of their term.

#### Township Superintendent Appointment

Via email on May 11, 2026, Township Supervisor Ric Davis notified the Township Board that he was taking a leave for 4-8 weeks. On May 18, 2026, the Township Board appointed Brian Piper as Township Superintendent to perform all duties of the Township Supervisor as stated in MCL 42.10.

Kristina will meet with Brian once he has settled into his duties to discuss mutual concerns and opportunities.

The next Library Board Meeting is scheduled for Tuesday, June 16 at 6:30pm.

Business was completed. The meeting was adjourned at 8:05pm.

Respectfully submitted,  
Kathleen Rollins, Secretary

KFR/kmc