

**MINUTES OF THE THOMAS TOWNSHIP LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 18TH, 2024**

THE MEETING WAS CALLED TO ORDER AT 4:00 P.M. BY MR. DOUGLAS BIRD, PRESIDENT, IN THE MEETING ROOM AT THE THOMAS TOWNSHIP LIBRARY, 8207 SHIELDS DRIVE, SAGINAW, MI 48609.

PRESENT: MR. DOUGLAS BIRD, PRESIDENT; MRS. JODI HOLLIS, VICE PRESIDENT; MRS. LYNDA THAYER, SECRETARY/TREASURER; MRS. LUANN MARX, TRUSTEE; MRS. DONNA TROMBLEY, TRUSTEE, MRS. JANET KENNELLY, TRUSTEE.

ABSENT:

OTHERS PRESENT: MS. TARI DUSEK, LIBRARY DIRECTOR.

AGENDA: MRS. MARX MOTIONED TO APPROVE THE AGENDA AS PRESENTED, SECONDED BY MRS. TROMBLEY. THE MOTION WAS APPROVED BY ALL TRUSTEES.

MINUTES: THE MARCH 21ST, 2024 MINUTES WERE REVIEWED. MRS. KENNELLY MOVED TO ACCEPT THE MINUTES AS PRESENTED, SECONDED BY MRS. MARX. MOTION CARRIED.

EXECUTIVE SESSION MINUTES: THE MINUTES FROM THE EXECUTIVE SESSION HELD ON MARCH 21ST, 2024 TO DISCUSS PERSONNEL MATTERS WERE PRESENTED. MRS. TROMBLEY MOVED TO ACCEPT THE MINUTES, SUPPORTED BY MRS. KENNELLY. MOTIONED CARRIED.

FINANCES: THE APRIL 18TH, 2024 FINANCES WERE REVIEWED. EXPENSES INCLUDED THE MLA'S YEARLY MEMBERSHIP FEE. INCOME INCLUDED THE FIRST PAYMENT OF TWO THAT ARE RECEIVED ANNUALLY FROM STATE AID TO LIBRARIES. THE AMOUNT RECEIVED PER CAPITA WAS SLIGHTLY OVER \$0.50 PER CAPITA. THE WILDFIRE INVESTMENT CD WAS UPDATED DUE TO INTEREST RECEIVED ON MARCH 31ST, 2024. MRS. HOLLIS MOTIONED TO ACCEPT THE APRIL 18TH, 2024 FINANCES AS PRESENTED. THE MOTION WAS SUPPORTED BY MRS. THAYER AND APPROVED BY ALL TRUSTEES.

THE ADDITIONAL EXPENDITURES AND REVENUES FROM MARCH 22ND THROUGH MARCH 31ST WERE ADDED TO THE REVISED MARCH FINANCIAL REPORTS. THE UPDATED REPORTS WERE DISCUSSED. MRS. KENNELLY INQUIRED AS TO WHEN THE ANNUAL AUDIT IS PERFORMED. AFTER REVIEW, MRS. TROMBLEY MOVED TO ACCEPT THE AMENDED MARCH 2024 FINANCIAL REPORT, SUPPORTED BY MRS. MARX. APPROVED BY ALL TRUSTEES.

OPEN TO THE PUBLIC: NONE.

COMMUNICATIONS: THANK YOU NOTES FROM JANET ADAIR AND DEBORAH SCHELL WERE PRESENTED. A LETTER FROM LINDA WRIGHT CONCERNING THE HOURLY WAGE FOR LIBRARY CLERK'S WAS PRESENTED BY MR. BIRD. DISCUSSION FOLLOWED.

UNFINISHED BUSINESS:

A PROPOSAL FROM YEAGER ASPHALT WAS RECEIVED WHICH CONTAINED THE REPLACEMENT COST OF THE 20' X 20' AREA THAT THE TOWNSHIP HAS AGREED TO PAY. THE DRIVEWAY FOR THE TOWNSHIP'S NEW DRIVE-UP DEPOSITORY DRAWER WILL EXIT INTO THE LIBRARY PARKING LOT NEAR THE AREA THAT IS BEING REPLACED. IN ADDITION, THE QUOTE INCLUDED SERVICES FOR CRACK FILLING, SEALCOATING AND STRIPING. HAVING THESE SERVICES DONE IN COLLABORATION WITH THE TOWNSHIP OFFERS BETTER PRICING AND A UNIFORM APPEARANCE FOR THE CAMPUS. WITH THE PROJECTED INCREASE IN TRAFFIC IT WAS DETERMINED THAT TO MAINTAIN THE INTEGRITY AND LONGEVITY OF THE PARKING LOT SURFACE IT WOULD BE ADVANTAGEOUS TO HAVE THESE ADDED SERVICES DONE BY YEAGER. THE LAST TIME THE LIBRARY HAD THESE IMPROVEMENTS COMPLETED WAS IN 2018. A MOTION WAS MADE BY MRS. THAYER TO MOVE FORWARD WITH THE CRACK FILLING, SEAL COATING AND STRIPING, SUPPORTED BY MRS. MARX. ALL VOTED AYE.

EMPLOYMENT POSTING INFORMATION FOR THE DIRECTOR'S POSITION WILL BE COMPILED AND SUBMITTED TO THE LIBRARY BOARD FOR REVIEW. THE SALARY RANGE AND BENEFITS ARE NOT YET DEFINED.

NEW BUSINESS:

CLERK, CHRIS COUSINS HAS TAKEN A POSITION WITH THOMAS TOWNSHIP. SHE WILL CONTINUE TO WORK SIX HOURS WEEKLY AT THE LIBRARY. THIS VACANCY WILL NEED TO BE FILLED. TO DATE, TWO RESUMES HAVE BEEN RECEIVED FOR THE VACANT CLERK'S POSITION. INTERVIEW DATES WILL BE SCHEDULED. A CURRENT JOB DESCRIPTION IS AVAILABLE.

THE CURRENT AND PAST HOURLY WAGE SCHEDULES FOR THE CLERK'S POSITION WERE DISCUSSED. THE JOB DESCRIPTION AND MINIMUM QUALIFICATIONS WERE VIEWED. THE STATE OF MICHIGAN MINIMUM HOURLY WAGE AND CURRENT INFLATION RATE WAS NOTED. COMPARISON INFORMATION FROM SEVERAL OTHER LIBRARIES WAS PROVIDED. AFTER FURTHER DISCUSSION, MRS. KENNELLY MOTIONED TO INCREASE THE PAY SCALE FOR CLERKS BY 3.5%, SUPPORTED BY MRS. MARX. THE MOTION WAS APPROVED BY ALL TRUSTEES.

THE LAWN SERVICE PROPOSAL FROM B & B WAS RECEIVED. THERE IS NO INCREASE IN THEIR FEES FOR MOWING, TRIMMING, SHRUB PRUNING AND SPRING/FALL CLEANUP FROM LAST YEAR. MRS. HOLLIS MOTIONED TO ACCEPT THE SERVICE PROPOSAL FROM B & B LAWN MAINTENANCE. MRS. TROMBLEY SUPPORTED THE MOTIONED AND ALL TRUSTEES VOTED AYE.

JOEY ELECTRIC WAS CONTACTED FOR PRICING ON ADDING TWO LED LIGHT FIXTURES AT THE SHIELDS DRIVE AND MILLER COURT ENTRANCES. THE LIGHTS WOULD BE INSTALLED ON EXISTING LIGHT POLES THAT CURRENTLY HAVE ONLY ONE FIXTURE AND WOULD OPERATE ON A DUSK TO DAWN PHOTOCELL. THEIR INSTALLATION WILL PROVIDE MORE VISIBILITY AT THE ENTRANCES. THE COST WILL BE APPROXIMATELY \$1,200.00 FOR THE FIXTURES AND INSTALLATION. APPROVAL WAS GIVEN TO MAKE THE PURCHASE.


WIDENING THE DRIVEWAY ON SHIELDS DRIVE TO IMPROVE ACCESSIBILITY WAS DISCUSSED. THE CURB FROM THE SIDEWALK TO THE ROADWAY WOULD BE MOVED OVER SEVERAL FEET ON EACH SIDE OF THE DRIVE AND THE SHARPNESS OF THE CURVE WOULD BE SMOOTHED OUT. THIS WILL BE DISCUSSED FURTHER AT THE MAY MEETING.

MR. BIRD REPORTED THAT JAY FOSGITT WILL BE SCHEDULED FOR A SPEAKING ENGAGEMENT IN NOVEMBER 2024. THE DATE WILL BE DETERMINED.

IMPROVEMENTS TO THE FACILITY SUCH AS PAINTING THE EXTERIOR AND INSTALLING AN ELECTRONIC SIGN WERE SUGGESTED.

MR. BIRD STATED THAT THE NEXT BOARD MEETING WILL BE HELD AT 4:00 P.M. ON THURSDAY, MAY 16TH, 2024 IN THE MEETING ROOM AT THE THOMAS TOWNSHIP LIBRARY.

MRS. THAYER MOTIONED THAT THE MEETING AJOURN AT 5:50 P.M., SUPPORTED BY MRS. TROMBLEY. ALL VOTED IN FAVOR. MEETING AJOURNED.


LYNDA THAYER, SECRETARY/TREASURER


TARI DUSEK, DIRECTOR