

**MINUTES OF THE THOMAS TOWNSHIP LIBRARY
BOARD OF TRUSTEES MEETING
MAY 16TH, 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. HOLLIS MOTIONED TO APPROVE THE AGENDA AS PRESENTED, SECONDED BY MRS. MARX. THE MOTION WAS APPROVED BY ALL TRUSTEES.

MINUTES: THE APRIL 18TH, 2024 MINUTES WERE REVIEWED. MRS. MARX MOVED TO ACCEPT THE MINUTES WITH THE ADDITION TO NEW BUSINESS, "OTHER", THE SUGGESTION TO CONSIDER IMPROVING THE FAÇADE OF THE LIBRARY BUILDING TO RESEMBLE THE NEW TOWNSHIP OFFICE BUILDING. MRS. MARX'S MOTION WAS SECONDED BY MRS. KENNELLY. ALL VOTED AYE.

PRINT COPIES OF THE MINUTES FROM THE EXECUTIVE SESSION HELD ON MARCH 21ST, 2024 WERE DISTRIBUTED TO TRUSTEES.

FINANCES: THE MAY 16TH, 2024 FINANCES WERE REVIEWED. CLARIFICATION WAS PROVIDED FOR VOUCHERS #8918 AND #8932. VOUCHERS WERE WRITTEN FOR GREAT LAKES SPRINKLER AND FIVE UPCOMING SUMMER READING EVENTS. THE DIVIDEND RECEIVED FROM THE MICHIGAN MUNICIPAL LEAGUE LIABILITY AND PROPERTY POOL WAS RECORDED UNDER INCOME. MRS. HOLLIS MOTIONED TO ACCEPT THE MAY 16TH, 2024 FINANCES AS PRESENTED. THE MOTION WAS SUPPORTED BY MRS. THAYER AND APPROVED BY ALL TRUSTEES.

OPEN TO THE PUBLIC: NONE.

COMMUNICATIONS: THE NOMINATING PACKETS FOR LIBRARY TRUSTEES RUNNING IN THE NOVEMBER ELECTION ARE BEING PREPARED BY THE TOWNSHIP DEPUTY CLERK. AN EMAIL WILL BE SENT OUT WHEN THEY ARE AVAILABLE TO BE PICKED UP. THE SUBMISSION DEADLINE IS JULY 18TH.

MRS. KENNELLY RECEIVED A SAGINAW PUBLIC LIBRARIES BROCHURE IN THE MAIL FROM AN ANONYMOUS SENDER. THE SENDER HAD HIGHLIGHTED SOME OF THE DIFFERENCES IN SERVICES BETWEEN THE TWO LIBRARIES.

UNFINISHED BUSINESS:

THE POSSIBLE ALTERATIONS TO THE CURBING FOR THE LIBRARY MAIN ENTRANCE DRIVEWAY WERE DISCUSSED WITH THE TOWNSHIP MANAGER ON FRIDAY, APRIL 26TH. THE COST WAS QUOTED AT \$11,500.00 PER SIDE WITH THE TOWNSHIP PAYING HALF OF THE COST FOR THE EAST SIDE. THE STORM SEWER ON THE WEST SIDE OF THE DRIVEWAY WAS NOT ADDRESSED BY MR. TAYLOR ON APRIL 26TH. THE AMOUNT OF EXITING TRAFFIC THE TOWNSHIP DRIVE-THRU MAY GENERATE WAS DISCUSSED. MS. DUSEK WILL PASS ALONG ANY ADDITIONAL INFORMATION THAT IS RECEIVED FROM THE TOWNSHIP PRIOR TO THE JUNE MEETING.

TWO VERSIONS, ONE SHORT AND ONE WITH GREATER DETAIL, OF THE EMPLOYMENT AD FOR DIRECTOR WERE PRESENTED. THE SHORT VERSION WILL BE POSTED AND THE APPLICANT WILL HAVE THE ABILITY TO REQUEST AN EMAILED COPY OF THE LONGER VERSION. SEVERAL SUGGESTED REVISIONS

CONSIDERABLE DISCUSSION, THE SALARY RANGE DECIDED UPON IS \$55,000 TO \$65,000 AND IS NEGOTIABLE BASED ON EXPERIENCE AND EDUCATION. THE AD WILL BE RELEASED.

FOUR RESUMES WERE RECEIVED FOR THE POSITION OF YOUTH SERVICES LIBRARIAN. THE RESUMES WERE REVIEWED. THE STARTING AND ENDING WAGE OF THE FORMER YOUTH SERVICES LIBRARIAN WAS PROVIDED. THE INTERVIEW PROCESS FOR BOTH PROFESSIONAL POSITIONS WAS RAISED AND AN INTERVIEW COMMITTEE FOR THE DIRECTOR'S POSITION WILL BE ORGANIZED.

THE PAY SCALE FOR THE POSITION OF CLERK THAT WAS APPROVED AT THE APRIL 18TH BOARD MEETING WAS REVISITED. AN HOURLY RATE INCREASE OF 3.5% WAS GIVEN TO THE TWO CLERKS THAT HAVE LESS THAN ONE YEAR OF SENORITY TO BRING THEM UP TO PAR (\$12.66) WITH A NEW HIRE. EFFECTIVE MAY 9TH, 2024. THREE CLERKS WILL ALSO RECEIVE 3.5% OF THEIR UPCOMING RAISE STARTING WITH THE PAY PERIOD THAT BEGAN ON MAY 9TH, 2024 AND WILL RECEIVE THE REMAINDER OF THEIR RAISE ACCORDING TO THE 2024 SCALE APPROVED ON 4-18-24 ON THE FIRST FULL PAY PERIOD AFTER THEIR DATE OF HIRE. TWO CLERKS HAVE RECEIVED THEIR FULL HOURLY RATE INCREASE BASED ON THE SCALE APPROVED ON 4-18-2024 BECAUSE THEY HAVE REACHED THEIR DATE OF HIRE FOR 2024.

A DATE FOR YEAGER TO SEAL, FILL AND STRIPE THE PARKING LOT WILL NOT BE SCHEDULED UNTIL THE CONSTRUCTION NEXT DOOR AND THE CHANGES TO THE LIBRARY DRIVEWAY ARE COMPLETED.

LEDDY ELECTRIC HAS ORDERED THE TWO ADDITIONAL LIGHT FIXTURES FOR THE PARKING LOT.

W BUSINESS:

GREAT LAKES SPRINKLER MADE REPAIRS TO THE SYSTEM DUE TO AN AIR LEAK IN THE PIPING ON JULY 24TH, 2023. AFTER A NUMBER OF PHONE CALLS THEY HAVE RECENTLY SENT THE INVOICE FOR THE REPAIRS WHICH IS RECORDED ON THE VOUCHER LIST FOR MAY, 2024. THEY SENT THE INSPECTION REPORT AND THERE ARE SEVERAL ITEMS ON THE REPORT THAT MUST BE ADDRESSED. GREAT LAKES WAS CONTACTED AND THEY WILL CALL BACK WITH A SERVICE DATE.

WHITE PINE LIBRARY COOPERATIVE IS OFFERING A REIMBURSEMENT FOR THE ANNUAL MICHIGAN LIBRARY ASSOCIATION INSTITUTIONAL MEMBERSHIP FEE. WHEN THE RECEIPT OF PAYMENT IS RECEIVED FROM THE MLA THE REIMBURSEMENT PAPERWORK CAN BE SUBMITTED.

THE LIBRARY WILL BE CLOSED ON SATURDAY, MAY 25TH AND MONDAY, MAY 27TH FOR MEMORIAL DAY.

MR. BIRD STATED THAT THE NEXT BOARD MEETING WILL BE HELD AT 4:00 P.M. ON THURSDAY, JUNE 20TH, 2024 IN THE MEETING ROOM AT THE THOMAS TOWNSHIP LIBRARY.

MRS. MARX MOTIONED THAT THE MEETING AJOURN AT 5:40 P.M., SUPPORTED BY MRS.HOLLIS. ALL VOTED IN FAVOR. MEETING AJOURNED.


LYNDA THAYER, SECRETARY/TREASURER


TARI DUSEK, DIRECTOR