

**MINUTES OF THE THOMAS TOWNSHIP LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 17TH, 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. DONNA TROMBLEY, TRUSTEE; MRS. LUANN MARX, TRUSTEE; MRS. JANET KENNELLY, TRUSTEE.

ABSENT:

OTHERS PRESENT: MRS. MELISSA MCCARTHY, DIRECTOR; TARI DUSEK.

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

MINUTES: THE SEPTEMBER 19TH, 2024 MINUTES WERE REVIEWED. MRS. HOLLIS MOVED TO ACCEPT THE MINUTES AS PRESENTED. MRS. THAYER SUPPORTED THE MOTION AND ALL VOTED AYE.

CLOSED SESSION MINUTES: THE MINUTES FROM THE SEPTEMBER 19TH, 2024 CLOSED SESSION WERE PRESENTED. MRS. TROMBLEY MOVED TO ACCEPT THE MINUTES AS PRESENTED, SUPPORTED BY MRS. MARX. THE MOTION WAS APPROVED BY ALL TRUSTEES.

FINANCES: THE OCTOBER 17TH, 2024 FINANCES WERE REVIEWED. THE SECOND INVOICE FROM YEAGER ASPHALT FOR THE SEALING, STRIPING AND SMALL CRACK FILLING WAS PAID. MS. DUSEK NOTED THAT THE VALUE OF THE WILDFIRE CD AND THE FRIENDS' CD WERE UPDATED DUE TO INTEREST RECEIVED. THERE WERE NO FURTHER COMMENTS. MRS. THAYER MOTIONED TO ACCEPT THE OCTOBER 17TH, 2024 FINANCES AS PRESENTED. MRS. HOLLIS SECONDED THE MOTION AND IT WAS APPROVED BY ALL TRUSTEES.

OPEN TO THE PUBLIC: NONE.

COMMUNICATIONS: THE ANNUAL REPORT BOOKLET WAS RECEIVED FROM THE COMMUNITY FOUNDATION. INFORMATION RECEIVED FROM THE TOWNSHIP STATED THAT THE AUDIT HAS BEEN COMPLETED AND SHOULD BE AVAILABLE FOR THE NOVEMBER BOARD MEETING. POSITIVE COMMENTS WERE MADE ABOUT THE LIBRARY SERVICE AND COLLECTION ON FACEBOOK. MRS. MCCARTHY PROVIDED INFORMATION ON UPCOMING PROGRAMS.

UNFINISHED BUSINESS:

BACKGROUND INFORMATION ON THE NEW CHILDREN'S LIBRARIAN, STEPHANIE DUNN, WAS PROVIDED BY MRS. MCCARTHY.

THE DIGITAL SIGN WAS DISCUSSED. MRS. MARX STATED THAT SHE HAS NOT RECEIVED ANY FURTHER INFORMATION FROM SIGNTEC. IT WAS NOTED THAT BARRETT'S QUOTE IS NOT AS DETAILED AS THE OTHER TWO QUOTES SO IT IS DIFFICULT TO MAKE A FAIR COMPARISON. DISCUSSION FOLLOWED. MRS. MARX STATED THAT WHEN THE GO-AHEAD IS GIVEN IT WOULD BE ABOUT TWO MONTHS BEFORE THE INSTALLATION WOULD BEGIN. ALL COMPANIES STATED THAT THEY WOULD WORK WITH THE ELECTRICIAN SELECTED BY THE LIBRARY.

A LIBRARY BRANDING LOGO SHOULD BE CREATED AND CHOSEN BEFORE THE SIGN IS ORDERED. THE LOGO WOULD BE USED ON ALL CORRESPONDENCE, SIGNAGE, EMAILS, PROMOTIONAL ITEMS, ETC.

THE PRESENTATION, BY JAY FOSGITT, WILL TAKE PLACE ON TUESDAY, NOVEMBER 12TH AT 7 P.M. HIS PERFORMANCE CONTRACT IS FINALIZED. A W-9 AND SOLE PROPRIETOR PAPERWORK IS FORTHCOMING. THE TECHNOLOGY NEEDED FOR THE PRESENTATION WAS DISCUSSED. A DATE WILL BE ESTABLISHED TO VISIT BEST BUY AND MAKE THE PURCHASES. MRS. MCCARTHY WILL INVESTIGATE INSTALLATION OPTIONS.

NEW BUSINESS:

LIBRARY CLERK, CHRISTINE COUSINS LAST WORK DAY FOR THE LIBRARY IS OCTOBER 31ST. SINCE TAKING THE DPW POSITION SHE CONTINUED TO WORK 5 HOURS ON THURSDAYS AT THE LIBRARY.

MRS. MCCARTHY'S NAME WILL BE ADDED TO THE WILDFIRE CREDIT UNION VISA CARD. AN INCREASE TO RAISE THE LIMIT ON THE CARD TO \$10,000.00 WAS REQUESTED. A MOTION WAS MADE BY MRS. MARX TO APPROVE ADDING MELISSA MCCARTHY'S NAME TO THE WILDFIRE CREDIT UNION VISA, AND TO INCREASE THE LIMIT ON THE CARD TO \$10,000. MRS. KENNELLY SECONDED THE MOTION. AYE VOTES IN SUPPORT OF THE MOTION WERE RECEIVED FROM MRS. THAYER, MRS. HOLLIS AND MRS. TROMBLEY. MOTION CARRIED.

A QUOTE WAS OBTAINED FROM GARPIEL FOR REDOING THE LIBRARY LANDSCAPING IN THE AMOUNT OF \$15,250.00. A WALK AROUND THE BUILDING WAS TAKEN TO VIEW THE CURRENT LANDSCAPING AND DISCUSSION FOLLOWED. ADDITIONAL ESTIMATES WILL BE EXPLORED.

FOUR MEDIFY AIR PURIFIER UNITS, ALONG WITH TEN SETS OF FILTERS FOR EACH UNIT, WERE OBTAINED FROM THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES INDOOR AIR VENTILATION PROGRAM AT NO COST TO THE LIBRARY. TWO UNITS WERE PLACED IN THE ADULT READING ROOM, ONE AT THE CIRCULATION DESK AND ONE IN THE STAFF BREAK AREA.

THE CHIMNEY DOCTOR WILL BE COMING TO INSPECT THE FIREPLACE CHIMNEY AND THE KERNEL BURNER WILL BE INSPECTING THE FUNCTIONING OF THE GAS LOGS.

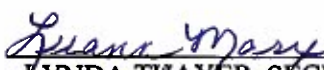
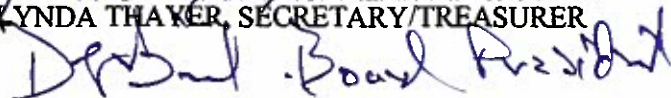
MRS. KENNELLY SUGGESTED THAT A GOAL SETTING STRATEGY FOR THE NEXT ONE OR TWO YEARS BE ESTABLISHED. A COMMITTEE COULD BE FORMED CONSISTING OF BOARD MEMBERS, PATRONS AND STAFF. MR. BIRD SUGGESTED THAT BOARD MEMBERS BRING TO THE TABLE A GOAL THAT THEY WOULD LIKE TO SEE COME TO FRUITION.

MRS. MCCARTHY SUGGESTED CONDENSING THE LIBRARY'S MISSION STATEMENT; PRESENTING AN AI VERSION. IT WILL BE PLACED ON THE FACEBOOK PAGE.

MRS. THAYER STATED THAT THE DECEMBER BOARD MEETING IS ON THE 19TH. LAST YEAR THE BOARD AND STAFF GATHERING AT THE LIBRARY TOOK PLACE ON THE DAY OF THE DECEMBER MEETING. THE LIBRARY CLOSED TO THE PUBLIC EARLY ON THAT DAY SO THE GATHERING COULD BE HELD PRIOR TO THE MEETING. CATERING OPTIONS WERE DISCUSSED.

MR. BIRD STATED THAT THE NEXT BOARD MEETING WILL BE HELD AT 4:00 P.M. ON THURSDAY, NOVEMBER 21ST, 2024 IN THE MEETING ROOM AT THE THOMAS TOWNSHIP LIBRARY.

MRS. THAYER MOTIONED THAT THE MEETING AJOURN AT 5:26 P.M., SUPPORTED BY MRS. MARX. ALL VOTED IN FAVOR AND THE MEETING AJOURNED.


LYNDA THAYER, SECRETARY/TREASURER



TARI DUSEK