

**MINUTES OF THE THOMAS TOWNSHIP LIBRARY
BOARD OF TRUSTEES MEETING
NOVEMBER 21ST, 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. DONNA TROMBLEY, TRUSTEE; MRS. LUANN MARX, TRUSTEE; MRS. JANET KENNELLY, TRUSTEE.

ABSENT: MRS. LYNDA THAYER, SECRETARY/TREASURER.

OTHERS PRESENT: MRS. MELISSA MCCARTHY, DIRECTOR; MRS. STEPHANIE DUNN, CHILDREN'S LIBRARIAN; TARI DUSEK.

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

MINUTES: THE OCTOBER 17TH, 2024 MINUTES WERE REVIEWED. MRS. TROMBLEY MOVED TO ACCEPT THE MINUTES AS PRESENTED. MRS. MARX SUPPORTED THE MOTION AND ALL VOTED AYE.

FINANCES: THE NOVEMBER 21ST, 2024 FINANCES WERE REVIEWED. THE VOUCHER WRITTEN FOR THE WHITE PINE LIBRARY COOPERATIVE INCLUDED OUR ANNUAL MEMBERSHIP FEE AND THE ANNUAL FEE FOR OVERDRIVE (LIBBY). IN ADDITION, THE COOPERATIVE INVOICE REFLECTED A 3-DAY RIDES DELIVERY CREDIT OF \$2,738.70. THERE WERE NO FURTHER QUESTIONS OR COMMENTS. MRS. HOLLIS MOTIONED TO ACCEPT THE NOVEMBER 21ST, 2024 FINANCES AS PRESENTED. MRS. MARX SECONDED THE MOTION AND IT WAS APPROVED BY ALL TRUSTEES.

THE THOMAS TOWNSHIP LIBRARY ENDOWMENT FUND STATEMENT DATED 9-30-2024 WAS DISTRIBUTED.

OPEN TO THE PUBLIC: IN LEIU OF THE PRESENTATION BY LEE MARTIN, DIRECTOR OF THE VLC, MRS. MCCARTHY PROVIDED INFORMATION REGARDING JOINING THE CONSORTIUM. THE CONSORTIUM PROVIDES A SHARED CATALOG AMONG ITS MEMBERS, INTERLIBRARY LOAN SERVICES, TRAINING AND SUPPORT. THERE IS AN INITIAL START-UP FEE. SOME OF THE FACTORS THAT DETERMINE THE ANNUAL FEE INCLUDE LIBRARY HOLDINGS, PATRONS AND CIRCULATION.

MRS. MCCARTHY SHARED INFORMATION ABOUT LIBRARYMARKET. THEY ARE A DESIGN AGENCY AND THEIR SERVICES ARE SPECIFIC FOR LIBRARIES. THEY PROVIDE WEBSITE DEVELOPMENT, WITH AN INTEGRATED CALENDAR, MARKETING AND TECHNOLOGY SOLUTIONS. IT TAKES APPROXIMATELY SIX MONTHS TO COMPLETE A WEBSITE. BAY COUNTY AND SAGINAW PUBLIC LIBRARIES UTILIZE THEIR SERVICES. THE COST WILL BE \$24,900.00. MRS. KENNELLY MOVED TO HIRE LIBRARYMARKET TO CONDUCT A USER STUDY AND BUILD A NEW WEBSITE, SECONDED BY MRS. TROMBLEY. ALL VOTED AYE.

COMMUNICATIONS: THE AUDIT WILL BE PRESENTED AT THE DECEMBER TOWNSHIP BOARD MEETING, AND IT WILL THEN BE AVAILABLE FOR REVIEW AT OUR DECEMBER MEETING.

UNFINISHED BUSINESS:

MRS. DUNN, CHILDREN'S LIBRARIAN, SHARED HER BACKGROUND INFORMATION AND PRESENTED INFORMATION ABOUT PROGRAMING.

THE DIGITAL EXTERIOR SIGN DESIGNS WERE REVIEWED, ALONG WITH THE PRICE QUOTES. THE DESIGN PRESENTED BY BARRETT SIGN COMPANY WAS FAVORED OVER THE OTHERS BECAUSE OF IT'S

TIE-IN TO THE LIBRARY THEME. MRS. MARX MOTIONED TO ACCEPT THE BID FROM BARRETT SIGN FOR THE PURCHASE OF THE DIGITAL SIGN WITH INSTALLATION TO TAKE PLACE IN THE SPRING OF 2025. THE MOTION WAS SUPPORTED BY MRS. TROMBLEY AND UNANIMOUSLY APPROVED.

A BID WAS PRESENTED FROM LEDDY ELECTRIC TO RUN THE POWER OUT TO THE NEW SIGN. LEDDY HAD CONSULTED WITH BARRETT IN DETERMINING THE NUMBER OF CIRCUITS AND VOLTAGE THAT WOULD BE REQUIRED.

LANDSCAPING BIDS WERE RECEIVED FROM GARPIEL AND DOBIS. GARPIEL INCREASED THEIR INITIAL BID TO \$16,200.00 TO INCLUDE THE REMOVAL OF THE SPRUCE TREE ON THE SOUTHWEST CORNER OF THE BUILDING. THE BID FROM DOBIS WAS \$19,000.00. THERE WAS NO RESPONSE FROM BELL LANDSCAPING. GARPIEL WILL BE CONTACTED TO SEE IF THEY WILL HOLD THEIR BID FOR A FALL 2025 PLANTING.

THE LIBRARY BOARD AND STAFF RECOGNITION GATHERING WAS DISCUSSED. IT WILL TAKE PLACE AFTER THE BOARD MEETING ON DECEMBER 19TH AT 5:00 P.M. TRUSTEES AGREED UPON CHANGING THE BOARD MEETING STARTING TIME FROM 4:00 P.M. TO 3:30 P.M., WHICH WILL BE POSTED. THE LIBRARY WILL CLOSE TO THE PUBLIC AT 5:00 P.M. WHICH WILL ALSO BE POSTED. MENU OPTIONS WERE DISCUSSED.

NEW BUSINESS:

MRS. MARX MOTIONED TO RENEW THE CD AT STATE BANK FOR 90 DAYS IN THE AMOUNT OF 25,000.00. THE REMAINDER OF THE FUNDS FROM THE CD WILL BE PLACED IN THE SAVINGS ACCOUNT. MRS. TROMBLEY SUPPORTED THE MOTION AND IT WAS APPROVED BY ALL TRUSTEES.

A COST ANALYSIS HAS NOT BEEN DONE FOR UPDATING THE LIBRARY FACADE. THIS WILL BE REVISITED IN THE SPRING, 2025.

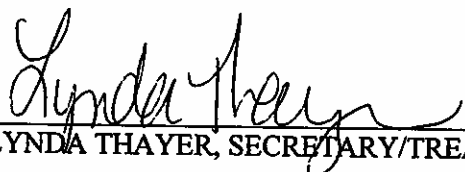
SAMPLES OF BRANDING LOGOS FOR THE LIBRARY WERE VIEWED. THE FONT AND GRAPHICS WERE CONSIDERED. TWO DESIGNS WERE COMBINED INTO ONE AND THE SELECTION WAS MADE.

MRS. MCCARTHY STATED THAT SOME OF THE MONITORS NEED REPLACING AND THE OPAC PROCESSORS. ALSO, COLORED LASERJET PRINTERS ARE NEEDED. JOLETEC CAN PROVIDE DEEP FREEZE RESTORE SOFTWARE FOR \$1,000.00. MRS. MCCARTHY WILL DEVELOP A PRIORITY LIST.

PROFESSIONAL BUSINESS MANAGEMENT HAS BEEN HIRED TO CLEAN THE INTERIOR OF THE BUILDING ON MONDAY, WEDNESDAY AND FRIDAY EVENINGS. THE FIRST MONTH OF THEIR SERVICES WILL BE A TRIAL PERIOD. THE TOWNSHIP WILL BE TAKING ON THE SNOW AND TRASH REMOVAL. THE COST TO PLOW AND SALT WILL BE \$120.00 PER TIME.

MR. BIRD STATED THAT THE NEXT BOARD MEETING WILL BE HELD AT 3:30 P.M. ON THURSDAY, DECEMBER 19TH IN THE MEETING ROOM AT THE THOMAS TOWNSHIP LIBRARY.

MRS. KENELLY MOTIONED THAT THE MEETING AJOURN AT 6:55 P.M., SUPPORTED BY MRS. MARX. ALL VOTED IN FAVOR AND THE MEETING AJOURNED.


LYNDA THAYER, SECRETARY/TREASURER


TARI DUSEK