

**Minutes of the Thomas Township Library
Board of Trustees Meeting
December 19, 2024**

The meeting was called to order at 3:30 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, Treasurer; Mrs. Luann Marx, Trustee; Mrs. Donna Trombley, Trustee; Mrs. Janet Kennelly, Trustee.

Others Present: Mrs. Melissa McCarthy, Director; Stephanie Dunn, Children's Librarian; Tari Dusek, retiring Director.

Agenda: Mrs. Marx motioned to approve the agenda as presented. The motion was seconded by Mrs. Trombley and approved by all trustees.

Minutes: the November 21, 2024 minutes were reviewed. Mrs. Marx moved to accept the minutes as presented. Mrs. Trombley supported the motion. All voted aye.

Finances: the December 19, 2024 finances were reviewed. Mrs. Dusek noted that there was not a Consumer's voucher included. The bill was not emailed to the library but paid by the township. On the January, 2025 finances, a voucher will be written to represent the December payment in the library budget. There were no further questions or comments. Mrs. Thayer motioned to accept the December 19, 2024 finances as presented. Mrs. Marx seconded the motion, and it was approved by all trustees.

Mrs. Kennelly had questions regarding the library expense report and how funds are allocated throughout the fiscal year. Mrs. Dusek explained that the library expense report represents the budget if the full .8 mil was levied. On a yearly basis, the library receives money from the millage. Last year, .4 and .19 mils were levied. There are variables that include state aid, penal fines, and personal property taxes. The balance sheet shows CD renewal dates and shows the cash that is available. The CD at the top of the page will mature in February. The board will need to determine how to proceed. When expenses are paid through the township, the money comes out of the savings account. Currently we have \$209,000 in savings. The CD for \$125,000 matures in February. The board will have to determine if the cash needs to be put in the savings account for larger items coming up in the Spring.

Open to the public: none.

Communications: Mrs. Dusek noted in the back of the packet where the memorials are listed, a large memorial for Linda McNier in the amount of \$2,260. Adult memorials listed. \$700 was designated for children's books that will be listed in the January, 2025 packet. Each doner received a letter listing the books that were purchased with their donations. They named the library in the obituary. Including a \$250 anonymous donation.

Mrs. Hollis noted that the Swan Valley school librarian was pleased that the library was there and that Stephanie did a great job at the parent's night out event at the school on December 17.

Unfinished business: Mrs. Marx said the township received the electrical light permit application for the new library sign. Doug signed the sign permit application. Barrett sign needs 50% down to get the order in and begin construction of the sign. The library needs a

Board Minutes Continued:

copy of the agreement so a voucher can be written and a check prepared. Mrs. Marx will contact Barrett. There is no charge for the permit application. The board is still trying to determine if we still want the logo on the middle piece. Mrs. Trombley asked about the installation timeline. Mrs. Marx stated approximately six to eight weeks once the final decisions have been made regarding the design (also weather permitting). Total cost at \$24,825. Mrs. McCarthy presented the logo design revisions. The trustees decided to further revise logo designs. The logo will eventually become the brand. Deciding to put it on the sign is still in question. Mrs. Marx suggested using the same font on the sign as on the logo. Holly will go back and revise the logo options, but Barrett will move forward with the sign construction.

Mrs. Dusek reminded the trustees of the CD renewal for \$125,000 in February, 2025.

New Business: Mrs. Dusek presented the combined audit with the township. The library portion of the audit was not detailed. Last year we levied .15 and .20 to reduce the fund balance. It was reduced by \$75,000. Revenues for the property taxes totaled \$197,000. The cost of the audit was \$588.00.

Mrs. McCarthy presented the proposed 2025 holiday closings: The library will not be closed 3 days in a row for Thanksgiving, Christmas, and New Year's. A motion to approve the holiday closings was made by Mrs. Kennelly and supported by Mrs. Hollis and approved by all.

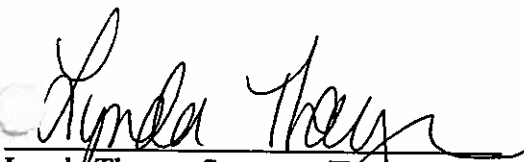
The Board meeting dates for 2025 will be at 4:00 p.m. on the third Thursday of each month. The motion to accept the dates was made by Mrs. Marx and supported by Mrs. Trombley and approved by all.

Mrs. Dusek noted updates for the next few months:

Beginning January 1, 2025, the minimum wage will increase to \$10.56 and increase to \$12.48 in February, 2025. The Earned Sick Time Act goes into effect in February 2025. For every 30 hours of work, 1 hour of sick time is earned. The township software will automatically calculate sick time. It can be used for anything. It accrues over time and never expires. A written policy is needed regarding sick time and changes to paid time off. Mrs. McCarthy noted that the policy needs to be updated and streamlined.

The February board meeting will include the preliminary budget presentation. The March meeting will include the final budget hearing, the general appropriations act and line-item amendments for the current fiscal year.

The next board meeting is on January 16, 2025. The motion to adjourn was made by Mrs. Thayer and supported by Mrs. Trombley and approved by all. The meeting adjourned at 4:15 p.m.


Lynda Thayer, Secretary/Treasurer


Melissa McCarthy, Director