**Minutes of the Thomas Township Library**

**Board of Trustees Meeting**

**February 20, 2025**

The meeting was called to order at 4:00 p.m. by Mr. Douglas Birst, 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. Luann Marx, Trustee, Mrs. Donna Trombley, Trustee.

**Others Present:** Mrs. Melissa McCarthy, Director

**Absent:** Mrs. Lynda Thayer, Vice President; Mrs. Janet Kennelly, Trustee

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

**Minutes:** The January 16, 2025 minutes were reviewed. Mrs. Hollis moved to accept the minutes as presented. Mrs. Marx supported the motion. All voted aye.

**Finances:** The February 20, 2025 finances were reviewed. Mrs. McCarthy noted two large payments: one for Library Market for $14,950 for the website design and another for $10,505 for insurance. The coverage increased to include the meeting room equipment and the new sign. The State Bank CD ($125,000) is due and a decision on how to proceed will need to be made. Mrs. McCarthy will notify the board when rate information is sent by the township. The Wildfire CD ($218,984) is not set to mature until 2027. The Friends CD ($35,692) is due on March 12, 2025. On the advice of legal counsel for the Libraries of Michigan, that CD will not be renewed. An active Friends of Thomas Township Library group needs to be established if we continue to have any bank account under that title. The purpose of a Friends group is to support the library in ways that may not be covered by the library budget. They also exist to promote the growth of the library and its’ services. Decisions still need to be made on how to use the funds and how much should be left as a base for a new Friends group. Mrs. McCarthy mentioned making a donation to the Nature Center to support their story time programming. Mrs. Trombley confirmed that the donation would come from current Friends funding.

Mr. Bird mentioned asking Deidre about having the library invited to the township Christmas party for the board and staff.

The township is now providing snow removal and building maintenance. Mr. Bird noticed that a midday snow was not cleared but generally the township is doing a good job. Mrs. McCarthy noted that they recently changed the furnace filters and that it is reassuring to have maintenance available when needed.

There were no further questions or comments. Mrs. Marx motioned to accept the February 20, 2025 finances as presented. Mrs. Hollis seconded the motion and it was approved by all trustees.

**Open to the Public:** none

**Communications:** Mary Lou Gloudemans memorials have been received. Mrs. Hollis mentioned hearing positive comments about the library, people are talking!

**Unfinished Business:** Mrs. McCarthy passed out the latest logo designs for board review. The updated designs showed a horizontal design with the words Thomas Township Library on the outside with the Thomas Township logo with the path embedded into the books. Final decisions were made on logo design. It was noted that the graphic designer will work with the Library Market on integrating the logo into the new website.

The quote from Spectrum for new telephones and service was discussed. The Spectrum quote was for 7 lines. Moving from ITI Solutions to Spectrum will result in $1,200 in savings each year.

The board discussed the Alarm Ace alarm quote for outdoor cameras. We pay ACE alarm for fire alarm maintenance and monitoring. The decision was made to hold off on outdoor cameras for now. They were recommended in back by the air conditioning units as the theft of copper wiring increases. Also recommended was a camera facing the new sign. The quote for installation and a one-year warranty is $2,850.

The new public computer monitors have been installed. The public can now use flash drives. Deep Freeze has been installed to protect personal information. Mrs. McCarthy confirmed the need for a new copy machine for public use and a color printer for staff use. The board agreed to making copies complimentary with a “donations appreciated” sign.

Periodical list was attached to the board packet. The list is broad with a total of expense of $2300, about $1000 less than last year.

**New Business:** The draft budget proposal was presented. Mr. Bird noted that penal fines keep getting lower and revenues are a guess. The township provides the numbers for the personal property taxes (PPT) and the industrial facilities tax (IFT).

Mrs. McCarthy noted an increase in the book budgets and a reduction in the audio/visual budget. There is also an increase in the adult/children’s programming.

Mrs. Marx asked for a weeding update. Mrs. McCarthy explained that there were only adult and children’s nonfiction left to do. The library currently had about 60,000 titles down from 81,000. When complete, the library should be close to 55,000 titles which is a very healthy number for a library this size.

The minimum wage increased to $12.48/hour. Wages for part-time staff need to be addressed as minimum wage will increase to $14.97 in 2027.

Mrs. McCarthy mentioned the need to have a bed bug policy for the library. She will have a draft for the next board meeting.

Betty Coleman’s husband passed away. Mr. Bird requested a memorial for Wayne Coleman. $500 from the Friends account will be used and Mrs. Coleman will be notified.

Cheryl Kay, former Thomas Township Library clerk also passed away. A memorial for $100 from the Friends account will be used for a memorial for her. A selection of children’s books will be purchased.

The next board meeting is on Thursday, March 20, 2025. The motion to adjourn was made by Mrs. Trombley, supported by Mrs. Marx and approved by all. The meeting adjourned at 5:25 p.m.

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Lynda Thayer, Secretary/Treasurer Melissa McCarthy, Director