**Minutes of the Thomas Township Library**

**Board of Trustees Meeting**

**January 16, 2025**

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 Shield’s Drive, Saginaw, MI 48609.

**Present:** Mr. Douglas Bird, President; Mrs. Jodi Hollis, Vice President, Mrs. Lynda Thayer, Treasurer; Mrs. Luann Marx, Trustee, Mrs. Janet Kennelly, Trustee.

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

**Absent:** Mrs. Donna Trombley, Trustee; Mrs. Stephanie Dunn, Children’s Librarian

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

**Minutes:** The December 19, 2024 minutes were reviewed. Mrs. Hollis moved to accept the minutes as presented. Mrs. Kennelly supported the motion. All voted aye.

**Finances:** The January 16, 2025 finances were reviewed. Mrs. McCarthy noted the two Consumer’s vouchers, one for December, 2024 and one for January, 2025. Vouchers also included the deposit to Barrett Sign to begin construction and to Leddy Electric to complete the electric work for the sign installation. Letty’s work is completed. Mrs. Kennelly asked about the Eva Earle Trust deposit for $3,225.00. Mrs. McCarthy stated that it will be spent for summer reading program, 2025. Mrs. Marx inquired about the Paiterly Pottery program on January 15, 2025. Mrs. McCarthy stated that the program was at capacity very quickly and that it was expanded to allow for more participants. Mrs. Kennelly inquired about Professional Building Services. They are a local company. Mrs. McCarthy is very satisfied with the quality of their work. The library is billed monthly.

There were no further questions or comments. Mrs. Marx motioned to accept the January 16, 2025 finances as presented. Mrs. Hollis seconded the motion and it was approved by all trustees.

**Open to the public:** none

**Communications:** A thank you card from the staff was presented to the board by Mrs. McCarthy, thanking the board for the Christmas party and bonuses received.

**Unfinished Business:** Mrs. McCarthy presented the latest logo designs. Through the process of elimination, a design was chosen for the logo. Mrs. Marx inquired about having the logo on the sign. The font used for the logo will be used for the sign but the logo will not appear on the sign. Mrs. McCarthy had Spectrum come out and address the Wi-Fi and phone challenges and is awaiting a quote. Mr. Bird asked about cost. Costs will be presented in the pending quote. Software and website updates were presented. Mrs. McCarthy meets with the website developer weekly and is currently working on the library calendar. Mr. Bird inquired about the two Facebook pages. Mrs. McCarthy explained the impossibility of disabling a page without login and password information. There is a link to the new page on the website which is the easiest way to access that page at this time. Mrs. Marx suggested asking our IT company for assistance. Mrs. McCarthy said she would follow up. The first load of deleted books was picked up by a Thomas Township mover, Ben Hilburg. The included paperbacks and adult fiction. A variety of fiction titles were donated to the Tri-Cap prison facility. Large print titles were donated to the St. Francis Home. The collection is down to 66,396. Mrs. McCarthy discussed moving the teen section from the children’s area to the adult side of the library where the VHS tapes were shelved.

**New Business:** Mrs. McCarthy noted the circulation statistics for 2024: 47,115 materials circulated. There was little change from 2023. Mr. Bird inquired about the statistics over time. Mrs. McCarthy noted that the goal is for the numbers to increase from year to year. Mrs. Kennelly stated the need to have a better way to request books online. By improving the ILS software, updating the collection, and creating user-friendly ways to access the catalog, statistics and patron satisfaction will increase.

Mr. Bird asked about the number of periodical renewals for 2025. Mrs. McCarthy stated the library will maintain a robust collection. There are fewer periodicals published each year due to cost. Mrs. McCarthy mentioned adding the New York Times to the newspaper collection. Mrs. Kennelly asked about the number of people who come in to read the newspapers and about digital access of newspapers with a library card. Mrs. McCarthy agreed to follow up. Computer updates installation is set for January 23rd. New monitors and keyboards for the public computers and study rooms, and deep freeze software. Joletec will install all updates.

Laser Connection provided a quote for a new copy machine without a coinbox. The quote includes a monthly maintenance fee. Mrs. McCarthy suggested making copies complementary. Mrs. Thayer mentioned have a donation sign next to the copy machine. There is no charge for the removal of the old copy machine.

Monday, January 20, 2025 the library will be closed for the Martin Luther King Jr. holiday in order to merge the adult mystery and fiction sections together. All staff will work that day. Mr. Bird recommended that the Friends of Thomas Township Library provide lunch that day.

The next board meeting is on February 20, 2025. The motion to adjourn was made by Mrs. Thayer and supported by Mrs. Hollis and approved by all. The meeting adjourned at 5:20 p.m.

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Lynda Thayer, Secretary/Treasurer Melissa McCarthy, Director