**Minutes of the Thomas Township Library**

**Board of Trustees Meeting**

**July 17, 2025**

The meeting was called to order at 4:00 p.m. by Mr. Douglas Bird in the meeting room at the Thomas Township Library.

**Present:** Mr. Douglas Bird, President; Mrs. Lynda Thayer, Secretary/Treasurer; Mrs. Janet Kennelly, Trustee, Mrs. Luann Marx, Trustee; Mrs. Donna Trombley, Trustee.

**Others Present:** Mrs. Melissa McCarthy, Director; Mrs. Stephanie Dunn, Children’s Librarian

**Absent:** Mrs. Jodi Hollis

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

**Minutes:** The June 19, 2025 minutes were reviewed. Mrs. Marx moved to accept the minutes as presented. Mrs. Trombley supported the motion. All voted aye.

**Finances:** The Ju1y 17, 2025 finances were reviewed. Mrs. McCarthy noted vouchers to Joletec for the latest technology upgrades, two vouchers for summer reading programs (Flint Institute of Science and Technology and Thornapple Woodlands), and Amazon book purchases. The Wildfire Credit Union credit card charges included the cost of the ice cream truck for the touch a truck event along with monthly fees such as AT&T, Spectrum, and Orkin Pest Control. A voucher to Rainbow Printing for new library cards was included as well as a voucher to Leddy Electric for lighting repairs and upgrades to the exterior of the library and parking lot. A new database (Fold 3) was purchased to complement Ancestry.com.

Donations for prints and copies continue on a regular basis. Making prints and copies a free service has increased the amount we take in each month and has been well received by library patrons.

There were no further questions or comments. The motion to accept the finances as presented was made by Mrs. Thayer and supported by Mrs. Marx.

**Public:** none

**Communications:** Mrs. McCarthy noted that she spoke with a family who regularly attends story time. They were planning to register for a preschool that would accommodate children’s library programming.

**Unfinished Business:** Mrs. McCarthy and Mr. Bird mentioned meeting with Joe Garpiel to discuss additional landscaping improvements. A quote for $1000 was presented that included adding river rock to the berm, adding a plant in from of the air conditioning unit in front of the building, adding topsoil to the parking lot green space, and trimming the burning bushes on the southwest corner of the building.

The transition to the VLC is planned for August 13th. The new website is scheduled to go live on Monday, August 25th. Mrs. Trombley suggested offering time for patrons to come in and learn about the new catalog and website. Mrs. McCarthy added she would set aside time for patrons to stop by and get one on one help with the new catalog. Mrs. Kennelly mentioned the possibility of have a tech page volunteer to assist patrons. Mr. Bird suggested the possibility of having Swan Valley High School students who need service hours help out as tech assistants. Mrs. McCarthy will follow up at the beginning of the school year.

**New Business:** Discussion centered around the 2025 tax levy and the how much will be required to cover expenses for the upcoming year. The discussion was tabled for the next board meeting on August 21, 2025. Mrs. Kennelly noted the need for the creation of a strategic plan and long-term needs of the library. All present agreed that a purposeful plan was required and a timeline to start that project was needed.

The next meeting was scheduled for August 21, 2025. The motion to adjourn was made by Mrs. Trombly and seconded by Mrs. Thayer. The meeting ended at 5:00 p.m.

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Lynda Thayer, Secretary/Treasurer Melissa McCarthy, Director