**Minutes of the Thomas Township Library**

**Board of Trustees Meeting**

**May 15, 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, 8207 Shields Drive, Saginaw, MI 48609.

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

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

**Absent:** none

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

**Minutes:** The April 17, 2025 minutes were reviewed. Mrs. Trombley moved to accept the minutes as presented. Mrs. Hollis supported the motion. All voted aye.

**Finances:** The May 15, 2025 finances were reviewed. The CD at Choice One Bank was renewed for 3 months at 4.1% APY. $225,000 was added for a total of $300,000. Mrs. Kennelly noted the importance of balancing what our needs will be in the coming months with funds available. Mrs. McCarthy explained most large expenditures have been paid. The remaining balance to Garpiel Landscaping was paid in May. The remaining balance for the website will be due on completion in August. A February invoice from Joletec that was vouchered in February was missed, so payment for that was included in the May vouchers. Final billing linked to the old copy machine was paid. Mrs. McCarthy mentioned a deposit of $225.00 for fines, prints, and copies was made plus as well as a dividend check from MML for $807.00.

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

**Communications:** Mr. Bird noted that the Friends of Thomas Township Library book scholarship awards were presented on May 14, 2025. The decision was made to award all 19 applicants. All present agreed that the scholarships were a great investment into the future of the Thomas Township community and added to the good publicity that the library enjoys.

Mr. Bird also mentioned receiving an email from the Steve Witt, Thomas Township treasurer regarding Mrs. Dusek’s pending retirement. Information regarding her retirement and last day was shared with him.

**Unfinished Business:** Mrs. McCarthy presented the hourly pay rates and paid time off recommendations. The recommendation for hourly rates of pay would be a five-step process. This would keep the library ahead of the state’s minimum wage requirements in 2026 and 2027. Mrs. Marx suggested having a merit increase date rather than anniversary date increases. Mr. Bird discussed the need for a plan to deal with a poor performing employee and general evaluation. The decision was made to increase current circulation staff rates of pay to the next whole dollar (approximately $ .81 per hour). Mrs. Hollis recommended the initial pay increase happen June 1, 2025 and moving forward, the date for step increases will come at the beginning of the fiscal year, April 1st.

Mrs. McCarthy recommended changing the way paid time off is calculated. Her recommendation was for each part time staff member to receive their average number of hours worked per week given in vacation time to be used during the next fiscal year. Staff must work a full calendar year before receiving vacation time. Vacation time is added at the beginning of the fiscal year and would be based on average hours worked during the prior fiscal year. Unused vacation time does not carry over into the next fiscal year.

Mrs. Marx noted that the updated payroll recommendations needed to be added to the employee handbook.

The motion to accept the payroll recommendations as presented beginning June 1, 2025 and April 1 moving forward was made by Mrs. Thayer and seconded by Mrs. Marx and approved by all.

Mrs. Dunn stated that summer reading is set to go with new books for prizes during the sign-up period and a stuffed animal finishing prize at the end. Gift cards will be prizes for teens and adults. Mrs. Kennelly addressed the importance of reaching out to the elementary school students.

Mr. Bird mentioned a few adjustments that need to be made to the landscaping, including additional dirt needed at the top of the berm and leveling the planting pocket in the parking lot. Mrs. Marx mentioned an additional landscaping to cover the air conditioning unit on the north side of the building. Mrs. McCarthy stated she will follow up with Garpiel.

Mrs. McCarthy related that Rainbow Printing will provide the new library cards and they will follow with a quote and time line.

A discussion was had about extending library hours to open 9:00 am - 8:00 pm Monday through Thursday, 9:00 am – 5:00 pm on Friday, and 9:00 am – 4:00 pm on Saturday. The decision was made to change the hours beginning June 1, 2025.

**New Business:** Mrs. Jen Boehler reached out to the library and suggested having a Little Free Art Studio here. It would operate much like a Little Free Library. She would construct and maintain it. All present agreed it would be a nice addition.

Mrs. Marx addressed the need to update various library policies and contact list information. Mrs. McCarthy will make the needed changes. Mrs. Marx also recommended establishing award for benchmark years at the library. More discussion and details will follow.

Mrs. Dusek’s retirement party was scheduled for June 4, 2025 at 5:00 pm. The library planned to close so all staff could attend.

The next meeting was scheduled for June 19, 2025. The motion to adjourn was made by Mrs. Thayer and seconded by Mrs. Marx.

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Lynda Thayer, Secretary/Treasurer Melissa McCarthy, Director