

Three Oaks Township Public Library
November 14, 2023, Regular Board Meeting Minutes

Meeting called to order at 5:32 p.m. by Patience Petro, Board President. Present: Chris Zebell, Connie Slavens, Tom Rosenbluth, Tom Pauly. and Cheryl Kersey. Stacey Koziel excused absence.

Motion by PP to approve the Consent Agenda as presented, seconded by CZ. All ayes, none opposed, motion carried.

Public Comment: none.

Unfinished Business:

Grants – nothing to report.

Budget – CK said Current Budget was in board folders. She said as of October 31, 2023, there was \$281,071.75 in the Library Fund. She said a proposed Projected Budget for April 1, 2024, to March 31, 2025, was in everyone's folder. She said there was an updated donation sheet in their folder detailing the donation that came in that day. Discussion followed.

Building Maintenance –

Outside Clock – the work hasn't been started.

Windows – CK said windows are done. Discussion followed. Two new lights for the front of the building have been ordered. CK said the hand rail at the back of the library will be painted this week. Discussion followed.

Roof – CK said the roof is almost finished. Discussion followed.

Friends of the Library – Their next meeting is Tuesday, November 28, 5:30 for a brief business meeting and then they will decorate the library. Everyone is invited.

Possible Mural on West Side of Library – Tabled.

Building Audit – Phil Smith has not completed his building audit and was not at the meeting to give a report. Discussion followed.

Pokagon Fund/Use of Elementary School – nothing to report.

Meeting Time Change – Discussion followed. Motion by CZ to change the regularly scheduled monthly meeting to 6:00 on the second Tuesday, seconded by CS. All ayes, none opposed, motion carried.

Other –

Director's Report – attached to these minutes. Discussion followed.

Trustee Education – nothing to report.

New Business:

Personnel Wages – CK said Bridgman Library was hiring a circulation clerk at a starting wage of \$15 per hours. Discussion followed. Motion by PP to give all staff a 10% raise, excluding the two staff members (EP & DS) who will receive a raise to \$15.00 per hour designating them as senior staff, and all staff would have the potential for a 3% raise at their annual review. Seconded by TR. Roll call vote: PP – yes, CZ – yes, CS – yes, TR – yes, TP – yes. All in support, motion carried.

Other – none.

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Motion to adjourn by PP at 6:34 p.m.; seconded by CS.. All ayes, none opposed, motion carried.

Next regular meeting: Tuesday, December 12, 2023, at 6:00 p.m.