LAWTON VILLAGE LIBRARY BOARD

Regularly scheduled monthly meeting

Date: 2/24/25

I. Call to Order

The meeting was called to order by Reid at: 6:24

Members present: Cornish, Reid, McArthur, Troxell, Munson

Members excused: Rathbun

Staff Present: Tone

Public Comment (3 minutes per speaker): None

II. Secretary’s Report: The 1/27/25 minutes were accepted as presented.

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| Troxell Moved to accept the 1/27/25 meeting minutes. Second by - Cornish. Motion carried |

III. Library Director’s Report – Usage Statistics

1. Visitors: 464
2. Materials checked out: 1640
3. Adult Fiction: 402
4. Adult non-fiction: 54
5. Audio Books: 5
6. Children Easy Books: 718
7. Junior Fiction: 159
8. Large Print: 193
9. Periodicals: 47
10. Videos: 29
11. Young Adult fiction: 30
12. VOX books: 3

Total: 1640

1. Computer usage: 32
2. Michigan Overdrive total checkouts: 32,069
3. Michigan Overdrive total holds: 12,652
4. Michigan Overdrive total users: 7,274
5. New Items Processed: 148
6. Our MEL items received: 108
7. Our MEL items sent: 115
8. Lawton Overdrive downloads: 353
9. Lawton Overdrive holds: 220
10. Lawton Overdrive Users: 1,448
11. New Library Members: 16
12. Total Library Members: 1293
13. Hoopla checkouts: 66
14. Hoopla cost for month:156.68 credit bal; $681.12
15. Hoopla Patrons: 46
16. Special Programs: Book Club: 10; Craft night: 4; Knitters: 19; Mystery Club: 11; Storytime: 55; White Oaks: 13; Storytime: 55; White Oaks: 13; Blueberry Hill: 10.

IV. Financial Report

A. The financial report was presented.

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| Reid moved to accept the financial report. Second by Troxell. Motion carried. |

B. The receipts and expenses were presented by Tone as follows:

Receipts: $ 17,401.46

Expenses: $ 14,231.02

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| McArthur moved to pay the bills. Second by Cornish. Motion carried. |

V. Committee Reports

A. None

VI. Communications: None

VII: Old Business: None

VIII. New Business:

1. Sick time legislation changes that affect our policy. The policy is listed under VI Hours of Operation.

“E. Personal Days

1. Part time staff will be eligible to earn PTO time upon the completion of their 90 day probation. Part time staff members will be able to earn 1 hour of paid leave for every 20 hours worked. PTO time used in the calendar year will be at the discretion of the Library Director. Max used hours will be 72 per year beginning February 21, 2025. Hours can be rolled to next year.”

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| McArthur moved to accept the above listed policy change to the Library Manual. Second by Reid. Reid – yes; Troxell – yes; Munson – yes; Cornish – yes; McArthur – yes. Motion carried. |

1. Budget 2025 – 2026

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| Troxell moved to accept the budget for 2025 – 2026 fiscal year. Second by Munson. Reid – yes; Troxell – yes; Munson – yes; Cornish – yes; McArthur – yes. Motion carried |

1. New Copier Purchase: The copier is no longer working, and the library needs a new one.

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| Troxell moved to purchase a copier for no more than $5,000.00. Second by McArthur. Reid – yes; Troxell – yes; Munson – yes; Cornish – yes; McArthur – yes. Motion carried |

1. Tile installation approval for May 21st -26th. Library will be closed.

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| McArthur moved to approve tile installation of $1850.00 underneath the computers and at the emergency exit door. Second by Cornish. Reid – yes; Troxell – yes; Munson – yes; Cornish – yes; McArthur – yes. Motion carried |

1. New Chairs purchase

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| McArthur moved to purchase new chairs for the kid’s area and computer area for not more than $1400.00. Second by Reid. Reid – yes; Troxell – yes; Munson – yes; Cornish – yes; McArthur – yes. Motion carried |

1. Carpet cleaning approval for Easter Weekend. The library will be closed during this time so carpet can dry.

X. Adjournment – The meeting adjourned at 7:06

Troxell Moved to adjourn the meeting; second by McArthur

Next Meeting: March 24 at 6:30 PM.

Respectfully submitted,

Marianne McArthur, Board Secretary