LAWTON VILLAGE LIBRARY BOARD

Regularly scheduled monthly meeting

Date: 1/27/25

I. Call to Order

The meeting was called to order by Reid at: 6:26 PM

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

Members excused: None

Staff Present: Tone

Public Comment (3 minutes per speaker): None

II. Secretary’s Report: The 12/16/24 minutes were accepted as presented.

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| Reid Moved to accept the 12/16/24 meeting minutes. Second by - Rathbun. Motion carried |

III. Library Director’s Report – Usage Statistics

1. Visitors: 464
2. Materials checked out: 1648
3. Adult Fiction: 437
4. Adult non-fiction: 84
5. Audio Books: 9
6. Children Easy Books: 629
7. Junior Fiction: 159
8. Large Print: 242
9. Periodicals: 9
10. Videos: 38
11. Young Adult fiction: 37
12. VOX books: 4

Total: 1648

1. Computer usage: 31 uses
2. Michigan Overdrive total checkouts: 30,254
3. Michigan Overdrive total holds: 12,828
4. Michigan Overdrive total users: 6964
5. New Items Processed: 126
6. Our MEL items received: 93
7. Our MEL items sent: 93
8. Lawton Overdrive downloads: 280
9. Lawton Overdrive holds: 192
10. Lawton Overdrive Users: 156
11. New Library Members: 7
12. Total Library Members: 1289
13. Hoopla users: 61
14. Hoopla downloads: 293
15. Lawton Website visited: Working to get stats
16. Facebook visited:1360
17. Special Programs: Book Club: 9; Craft Night: 0; Knitters: 126; Mystery Club: 0; Storytime: 41; White Oaks: 10; Blueberry Hill: 12; Winter program: 11.

IV. Financial Report

A. The financial report was presented.

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

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

Receipts: $89,408.41

Expenses: $ 16,731.89

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| Reid moved to pay the bills. Second by Rathbun. Motion carried. |

V. Committee Reports

A. None

VI. Communications: None

VII: Old Business:

VIII. New Business:

1. Sick time Legislation changes that will affect our policy: New laws go into February 21, 2025. It is still in limbo as the legislature is still working on the logistics. This law will only affect 2 employees

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| McArthur moved that the library must allow a maximum of 40 hours of PTO annually or as the law is currently written. Second by Reid. Rathbun – yes; Reid – yes; Troxell – yes; Munson – yes; Cornish – yes; McArthur – yes. Motion carried. |

1. Budget 2025 to 2026: Increase Postage to $600.00. Tabled to next month.
2. Book Sale in February
3. Emergency light replacement

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| Rathbun moved to approve no more than $700.00 for Summit Fire Protection to fix the emergency light replacement. Second by Reid. Rathbun – yes; Reid – yes; Troxell – yes; Munson – yes; Cornish – yes; McArthur – yes. Motion carried. |

1. Replacing Cloth Chairs: The chairs are 20 years old. Tone passed around samples of new vinyl chairs. The chairs by the computers need to be changed X 5. Replace the little chairs X 4. Tone will work on a quote for these.
2. 2024 Stats: See attached.
3. Hoopla stats: see attached.

X. Adjournment – The meeting adjourned at 7:33

Munson Moved to adjourn the meeting; second by McArthur

Next Meeting: February 24 at 6:30 PM

Respectfully submitted,

Marianne McArthur, Board Secretary