LAWTON VILLAGE LIBRARY BOARD

Regularly scheduled monthly meeting

Date: February 26, 2024 at 6:30 PM

I. Call to Order

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

Members present: Cornish, Kison, Reid, Rathbun, Troxell

Members excused: McArthur

Staff Present: Tone

Public Comment (3 minutes per speaker): None

II. Secretary’s Report: The minutes were accepted as presented.

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| Rathbun moved to accept the meeting minutes. Second by Reid. Motion carried |

III. Library Director’s Report – Usage Statistics

1. Visitors: 584
2. Materials checked out: 1800
3. Adult Fiction: 408
4. Audio Books: 15
5. Children Easy Books: 696
6. Junior Fiction: 276
7. Junior Non-fiction: 35
8. Large Print: 173
9. Non-fiction: 70
10. Periodicals: 12
11. Videos: 38
12. Young Adult fiction: 75
13. VOX books: 2

Total: 1,800

1. Computer usage: 30 uses
2. Michigan Overdrive total checkouts: 26,412
3. Michigan Overdrive total holds: 10,756
4. Michigan Overdrive total users: 6,276
5. New Books Processed: 126
6. Our MEL items received: 111
7. Our MEL items sent: 122
8. Lawton Overdrive downloads: 335
9. Lawton Overdrive holds: 197
10. New Library Members: 8
11. Lawton Website visited: 1,598 last 30 days
12. Facebook visited: 2,198 the last 30 days
13. Special Programs:
    1. Book Club: 9
    2. Craft Night: 7
    3. Evening Story Time: 3
    4. Knitters: 21
    5. Mystery Club: 10
    6. Story Time: 67
    7. White Oaks: 17

IV. Financial Report

A. The financial report was presented.

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

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

Receipts: $67,314.72

Expenses: $14,083.08

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| Reid moved to pay the bills, with the total being changed to $14083.08. Second by Rathbun. Motion carried. |

V. Committee Reports

A. None

VI. Communications: None

VII: Old Business:

1. Director Tone reported Strategic Plan report is still in process.

VIII: New Business:

1. Tone Brought the recommended furnace replacements to the floor for discussion. Tone stated MCM recommends both furnaces be replaces as eventually that is what it will come down to anyway, and costs are expected to rise beyond this year if both do not get replaced this year.

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| Rathbun made a motion to replace both furnaces for the amount of $6864.30, seconded by Troxell. A roll call vote was taken with all in favor, and none opposed. Motion carried. |

1. Tone Reviewed the 2024/2025 Budget with board members to include updated expenses.

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| Troxell voted to accept the 2024/2025 Library budget as presented, seconded by Cornish. A roll call vote was taken with all in favor, and none opposed. Motion carried. |

1. Tone reported the waste removal is now up to $197 per month. Tone reported that she is working with the Village Treasurer to figure out why this is so high, and will report back.
2. Tone Reported the library will be closed March 28-31 due to the carpets being cleaned. This will coincide with the break for Easter.
3. Director Tone reported we are working with the village to begin accepting credit card payments. The only cost to the library will be having IT come in to set it up on the computers.
4. Director Tone reported Blueberry Hill is up to 8 patients and the library will be going there monthly to do crafts with residents.

X. Adjournment – The meeting adjourned at 7:25PM.

Reid moved to adjourn the meeting; second by Kison.

Next Meeting: April 22, 2024 at 6:30PM

Respectfully submitted,

Brittany Rathbun, Board Trustee