

White Hall Township Library Board Meeting Minutes

Date: December 15, 2025

Time: 5:05 p.m.

Attendance:

Matt, Pam, Evan, Pat, Mary Jane, Allie

1. Call to Order

The meeting was called to order by Matt at 5:05 p.m.

2. Approval of Minutes

Evan read the minutes from the previous meeting.

Motion to approve by Allie, seconded by Pat. Motion carried.

3. Treasurer's Report

Pam presented the Treasurer's Report.

- Fund balance at the end of the month: \$34,654.80
- Taxes have been paid; Pam has verification and will include this in the end-of-November expenses.

4. Director's Report – Mary Jane

- Circulation for December: 466

- Interlibrary Loans: 569

Mary Jane reported that township tax funds have been received. The township will be setting the levy in January, which is typically done in December. It is believed this delay may be due to the passing of Colby Brooks.

Discussion was held regarding Matt and Pam attending the township meeting to advocate for the library.

Discussion was also held regarding funding from the City and Friends of the Library for replastering and painting on the west side of the library and the foyer area.

Pam recommended a program suitable for junior high-aged students. Mary Jane has the contact name and number.

5. Old Business

- Maintenance: Tabled.
- Technology / IPLS Per Capita Grant Standards:

- Standard 5: Meets
- Standard 6: Meets
- Standard 7 (Continuing Education): Mary Jane expressed interest in pursuing additional education
- Standard 8: Meets
- Standard 9 (Marketing & Promotion): Meets some areas; improvement needed
- Standard 10 (Programming): Meets
- Standard 11 (Safety & Emergency Preparedness): Some items completed; signage needs to be posted; area for improvement
- Standard 12 (Technology Options): Some options in place; exploring Libby; Mary Jane continues to work on this

Pam also mentioned the screen doors in anticipation of Spring. Matt will follow up on this item.

6. New Business

Staff Bonuses:

Last year's total Christmas bonuses were \$700. Proposed bonuses for this year total \$800, distributed as follows:

- \$100 to each part-time employee
- \$250 to Julia
- \$350 to Mary Jane

Motion to approve bonuses made by Pat, seconded by Allie. All in favor. Motion carried.

January Meeting:

Discussion was held regarding scheduling due to Matt and Pam needing to attend the township meeting and holiday conflicts.

Motion to cancel the January meeting and reconvene in February was made by Evan, seconded by Pam. Motion carried.

7. Adjournment

The meeting was adjourned at 5:45 p.m.

Next Meeting: February 9, 2026 at 5:00 p.m.