

**1. Call to Order at 4:06pm**

**2. Attendees**

**Board Members:** Glenda Hallock President, Jeanette Bach Vice President, Deb Reinhardt Secretary, Paula Nicholas Trustee, Brian Schwartz Trustee, Sue Eastman Trustee

**Staff:** Angela Pike Library Director

**Guests/Public:** Megan Tietz Amanda Mecomber Julie Epperson

**3. Approval of Agenda February 26, 2025**

Motion to approve by Paula Nicholas. Discussion.

Glenda Hallock - Add Identify Board member for Bay Port State Bank STL check signing. Sue Eastman – New Focus Group Idea. Seconded by Glenda Hallock.

Vote: All in favor of approval. Motion passed unanimously.

**4. Public Comment – none at this time.**

**5. Approval of Minutes October 23, 2024**

Motion to approve by Paula Nicholas. No discussion. Seconded by Glenda Hallock.

Vote: All in favor of approval. Motion passed unanimously.

**6. Board Member Appointment of Officers. Board Member Election results November 2024.**

All current Board members voted in. No new board members volunteering to fill Jeanette Bach's position.

**7. Approval of Bills: October 2024 - February 2025**

Motion to approve by Paula Nicholas. Discussion: November 2024 H&H for Roof Repair. Motion Seconded by Sue Eastman.

Vote: All in favor of approval. Motion passed unanimously.

**8. Director's Report –**

a. Library Director Angela Pike agrees to edit her report to show dates and participant numbers as agreed in previous board meetings, and email updated list to Board Secretary Deb Reinhardt by Fri 2/28/2025.

b. In-library Programming –

i. Clarification by Board to remove from Director's Program list: Toddler Play Group Mondays at 11am; run by Mrs Kemp no longer an program.

ii. Board accepted Sue Eastman's offer to host a program focusing on ages 0-3 years; a play and reading readiness event. Parent or responsible person to be present with each child. Background check required if parent or responsible person not with child. Dates/times to be determined in cooperation with Library Director and staff.

c. Community Event Participation – see "a."

d. Plan for storage of historical items including financial audits – plastic bins purchased e. Library of Things – no change

f. Policy Updates – handout received from Director listing current STL policies and date created. g. Policies available on STL Web page under "About Us".

h. Board agrees that Director will bring two (2) policies to next meeting for review:

i. Employee Handbook (approved 7/2022) – NEW - Annual Leave policy must be created. Director contacting lawyer group (Foster, Swift..). Cost reimbursed by White Pines upon receipt of STL paid bill.

- ii. Computer Use and Internet policy (approved 5/9/2007)

## 9. Unfinished Business

- a. **Letter of Appreciation of Service for recent STL Trustee Jeannette Bach** - updated by Paula Nicholas. Agreed: Letter will be placed at Library Desk for all Board members to sign. Deb Reinhardt to email members when the letter is at Library Desk for signatures, then the letter will be mailed.

- b. **Historical Documents** - From October 2024 meeting:

- i. Microfilm reel number 54 dated 1991-1992 replacement copy received November 2024 from Library of Michigan for free, and will be made available to the Sebewaing Historical Society when catalogued.

*Follow up: Glenda Hallock* contacting Mark Rummel (Sebewaing Historical Society) to clarify date reels will be returned to the Library.

- ii. Lost local newspapers not microfilmed by the library were found by a local resident and donated to the Sebewaing Historical Society.
- iii. USA Yearbooks through the year 2000 and obituaries were backed up on a second hard drive by STL Library Director Angela Pike prior to December 31, 2024.

### c. STL Bylaw Updates

Motion by Deb Reinhardt to amend order of business placing Public Comment after Approval of Agenda, and Public and Board Comments prior to Adjournment. Discussion. Clarified if may Remove Order of Business from bylaws.

Agreed New Order of Business be added to Bylaws. Motion seconded by Sue Eastman. Vote: All in favor. Motion passed unanimously.

- d. **Long Term Goals for Sebewaing Township Library.** Discussion - Remodel, Relocate, or Build moved from October 23, 2024. STL example (moved from October 23, 2024) read. Agreed: Identify Community / Consumer Survey questions at next Board meeting and then a Board member will take the survey to the following Township Board meeting to get community input prior to taking the survey community-wide. Board members were encouraged to talk to five (5) township citizens prior to the next STL Board meeting.

## 10. Library Property

### a. Building Committee –

- i. Repairs.

- 1. Boiler valve leak repair from October 2024.

- 2. Blue Room Repairs update

- a. Bid for ceiling tile and insulation removal, replacement received x1 from H&H Insulation, Roofing, and Construction. Dumpster will be included.

- b. Library Director purchased cleaning chemicals and states that she and library staff will complete the cleanup once the ceiling tiles are replaced.

Motion by Deb Reinhardt to accept bid. Discussion. Motion seconded by Brian Schwartz. Vote: All in favor. Motion passed unanimously.

- ii. **Refrigerator Replacement for Librarians.** Motion to allow Library Director to pay up to \$1,000 for 20 cu foot refrigerator / freezer. Discussion of options. Library Director volunteered that she will make a decision today. Motion Seconded by Sue

Eastman Vote: All in favor. Motion passed unanimously.

iii. **Property Manager** replacement.

1. Job Description received by Library Director Angela Pike from Dale Bolzman.
2. Job Posting - Agreed by March 15, 2025 that Library Director will advertise job:
  - 1) STL Building
  - 2) Local Newspaper(s)
  - 3) Facebook
  - 4) STL Website
  - 5) Job Search Engine
3. Interview Committee may include Library Director, STL Property Committee member, and current property manager.

iv. **Sue Eastman appointed to Property Committee** by Glenda Hallock President.

11. **HR committee:**

- a. **Annual Evaluation of Library Director.** Agreed HR Committee member will provide the Self-Evaluation form to Angela Pike Library Director by Saturday March 7, 2025. Angela to return completed self-evaluation to an HR Committee member by Saturday 3/15/2025. The Library Director Evaluation is to be completed by Angela Pike and HR Committee member(s) prior to the May 2025 Board meeting.

12. **New Business**

- a. **Appointment of New Board Trustee(s)** – no applications received
- b. **Amend Old Budget 2024-2025.** Motion to approve Amended Budget by Deb Reinhardt. No discussion. Motion seconded by Brian Schwartz. Vote: All in favor. Motion passed unanimously.
- c. **New Budget April 1, 2025- March 31, 2026.** Motion to approve by Deb Reinhardt. No discussion. Motion seconded by Paula Nicholas. Vote: All in favor. Motion passed unanimously.
- d. **Bay Port State Bank** Board member for STL check signing. Paula Nicholas appointed by Glenda Hallock.
- e. **Sue Eastman – New Focus Group Idea** – tabled to next Board meeting.
- f. **Meeting dates for next four quarters** on Wednesdays at 4pm in Community Room:
  - i. May 21, 2025
  - ii. August 20, 2025
  - iii. November 12, 2025
  - iv. February 18, 2026
- g. **Library Trustee online education modules.** Discussion. All Board members agree to complete all Short Take videos by May 21, 2025 Board meeting. If having trouble logging may contact Library Director or staff for assistance.

**Next Meeting: Wednesday, May 21, 2025 at 4pm**

**Adjournment at 6:11pm**

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*STL Mission:* To provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

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