Sebewaing Township Library Board of Trustees Meeting

April 11, 2022 @ 6:30 p.m. Sebewaing Township Hall

**Call to Order:** Meeting called to order by President Dutcher @ 6:35 p.m.

**Present:** Dutcher, Bach, Fritz, Lutz, Hallock, Pike

Absent: None

**Approval of Agenda**: Amend to include in Old Business: Carpet, Building Improvements, Employee Advertisement, Banking

Amend to New Business: Internet/computer, Holiday closings, Masks

Motion by Lutz, 2nd by Bach to approve agenda with these changes. Motion carried.

**Approval of Minutes:** Change Ruth Nitz resignation date to be February 28, 2022.

Motion by Hallock, 2nd by Fritz to approve the minutes with this change. Motion carried.

**Approval of the Bills:** Motion by Hallock, 2nd by Dutcher. Motion carried.

**Director’s Report**

Adult Reading Program: 17 participants

Yearbook Update: Company doing digitization has changed personnel and are no longer doing it. I am searching for other options and companies.

Tax Program with Melissa Ewald: 22 participants, there may be more

Booksale is doing well and is ongoing.

Patrons going to other libraries and getting their cards to check out books. Suggested to help patrons looking for books and using MeL to order items we do not have. Maybe a training session.

Community room is available for renting.

PLOUD – using this for our website, need to update some itms.

**Old Business**

Banking: Motion made by Bach, 2nd by Lutz to authorize Angela to close the Huntington Bank checking account. Motion Carried.

Employee Handbook: Committee suggested the rest of the board read it, tabled it for approval at the next meeting.

HR Committee: Will be having a meeting next week.

Board Member Replacement: Suggestions for applicants, discussion held.

Building Improvements:

Carpet: Gary’s new estimate includes a separate bid on Community room and the Rest of the building: Estimate: $19,268 for 3 main rooms, $7880 for community room.

Motion made by Dutcher, 2nd by Hallock to approve the bid for Gary’s Flooring for the 3 main rooms not to exceed $22,000. Motion Carried.

Angela will let us know when she has three styles to look at and give their opinion.

Discussion held on painting interior. Angela will contact some painters for ideas.

Children’s Room: Margo’s corner, furniture, rearrange book shelves.

Employee Advertising: Need to get it out there. 1 full time assistant, 2 part-time

**New Business**

Internet/Computer: Angela will cancel our paid Zoom Account. Comcast: $211.93

Sherry will check with Sebewaing Light & Water on the cost.

Computer: 4 Staff computers, 4 public computers, laptops use WIFI, Max 8

Holiday Closing: Good Friday & Saturday closed. Discussion held about checking with other libraries for Good Friday/Saturday for future use.

Mentioned Thanksgiving closing on Friday/Saturday

Masks: Employees wearing masks are optional and the staffs choice.

**Public Comment: None**

**Next Meeting:** Setting up the year’s meeting, trying to have four meetings a year, (1 per quarter) Next Meeting is Tuesday, June 7, 2022 @ 6:30 p.m. in the Community Room.

Meeting adjourned at 8:40 p.m.