Sebewaing Township Library Board of Trustee Meeting

Wednesday, January 17, 2024 @ 4 pm in Sebewaing Township Library Community Room

1. **Call to Order** @ 4:20 p.m.

**2. Attendees:** Hallock, Bach, Nicholas, Schwartz, Reinhardt (Late) Pike

 Guests/Public: Janice Hahn, Sue Eastman, JoAnn Lakie

**3. Public Comment**

**4. Approval of Agenda**

Motion to approve the Agenda made by Bach, 2nd by Nicholas. Motion carried.

**5. Approval of Minutes November 20, 2023**

Motion to approve the Minutes made by Nicholas, 2nd by Schwartz. Motion carried.

**6. Approval of Bills - November 20, 2023 - January 13, 2024**

Motion to Approve the Bills made by Hallock, 2nd by Schwartz. Motion carried.

**7. Library Director Report -** attached

a. Computer patron usage information and enhanced computer station privacy - moved to the next meeting.

b. Clarification of Rules related to USA High School Work Study Library Employee - Moved to the next meeting.

**8. Old Business**

 **A. Financial Audit Class (JoAnn Lakie of Nietzke & Faupel)**

 **B. Library Property**

 I. Building (Building committee - Hallock, Nicholas)

 1. 1st Floor Library Building Walk-through completed by Board in August; ideas for improvement (attached). Discussion held.

 Agreed to use a kit to confirm if asbestos is present in insulation

 Follow-up: Hallock

 II. Apartments (Apartment Committee -- Bach, Hallock)

 1. Walk-through of rental apartments completed by Committee and Property Manager, Dale Bolzman. Discussed window replacement.

 2. Rental/Lease Agreement (attached) shared by Pike

 Agreed: a.) to discuss with Property Manager at April 2024 Board Meeting

 b.) going forward One Library Property Committee instead of 2 property sub-committees; members Hallock, Bach, Nicholas

 **C. Chamber of Commerce Membership**

Paid for one year January - December 2024

 **D. Free Covid Test Kits**

In the process of getting per Pike.

 **E. Formal Reconsideration Process Policy**

Motion to Approve the Formal Reconsideration Process Policy made by Bach, 2nd by Schwartz. Motion carried.

 **F. Human Resources (HR) Committee**

 Met with Library Director for Memorandum 15, 30, 45, 60 day follow-ups completed on 12/4/2023, 12/20/2023, 1/4/2024, 1/16/2024. Preparing Library Director evaluation.

 Schwartz appointed to HR Committee by Hallock (Committe is Schwartz, Reinhardt, Hallock)

 **G. Computer Usage**

Information to be shared at the next Board Meeting

**9. New Business**

 **A. Bay Port State Bank Checking Account - 2nd Co-Signer**

Must replace/Remove Dutcher as Co-Signer

 Motion made to remove Sherry Dutcher by Bach, 2nd by Nicholas. Motion Carried

 Motion made to add Jeanette Bach as our 2nd Co-Signer by Reinhardt, 2nd by Nicholas. Motion Carried.

 **B. Employee Handbooks Amendments**

I. Page 4 "Overtime" - change wording from overtime occurs after 29 hours to after 40 hours per week.

 Motion made by Schwartz to change the wording from 29 hours to after 40 hours per week, 2nd by Bach. Motion carried.

 II. Page 3 "Employee Status" add "Work Study Employee"

 Motion made by Reinhardt to add Work Study Employee to Employee Status, 2nd by Bach. Motion Carried.

 **C. Appoint of New Library Board Trustee**

Sue Eastman introduced herself

 Motion to accept Sue Eastman as the New Sebewaing Township Library Board of Trustee Member made by Nicholas, 2nd by Bach. Motion carried.

 Contact information provided to board. She received a copy of the MLA Library Board of Trustee book as well as the Board Member binder.

**10. Next Board Meetings**

* **Wednesday, February 21, 2024 @ 4 p.m. Budget Hearing; Work Study Employee Wages**
* **Wednesday, April 3, 2024 @ 4 p.m. 1st Regular Board Meeting of the Fiscal Year**

**11. Adjournment** @ 6:16 p.m.