1. **schCall to Order at 4:02pm**
2. **Attendees:**

Board: Glenda Hallock, President Jeanette Bach, Vice President

Brian Schwartz, Trustee Paula Nicholas, Trustee

Sue Eastman, Trustee Deb Reinhardt, Secretary

**Staff:** Angela Pike, Library Director

**Guests/Public:**

Mark Rummel, Sally Rummel, Carol Mammel, Betty Guenther

1. **Public Comment**
   1. Historical Documents currently in the Sebewaing Township Library include books, documents on microfilm, and paper newspapers

**Mark Rummel** requested copies of local newspapers that are currently on microfilm be digitized and available online to the public. He suggests using Newspapers.com. It is available to libraries at no charge, and microfilm sent to them is insured and returned to the library in 2-4 weeks.

**Betty Guenther** shared that the Sebewaing Historical Society that she is representing gets calls from people looking for historical information on relatives.

Board President Glenda Hallock thanked all guests for their input.

1. **Approval of Agenda for July 23, 2024**

Motion to Accept: Jeanette Bach. Second: Paula Nicholas. All Agreed. Motion passed.

1. **Approval of Minutes**
2. **April 3, 2024** with edit that includes first/last name of board members making or seconding motions (attached).

Motion to Accept: Jeanette Bach. Second: Glenda Hallock. All Agreed. Motion passed.

1. **May 15, 2024, ● Quick Meeting - at 4pm** regarding1) Storeroom Cleanup 2) Printer / Copier / Scanner. Edit “Bachman” to “Bach”.

Motion to Accept with edit: Paula Nicholas. Second: Brian Schwartz. All Agreed. Motion passed.

1. **Approval of Bills**: March 30-July 19, 2024

Motion to approve: Jeanette Bach. Second: Brian Schwartz. All Agreed. Motion passed

1. **Library Director Report** – received**.** Discussion: Toddler Time had x2 children at the last event and none

at the prior event.

1. **Old Business**
   1. **Computer privacy screens** - purchase x2 **by 5/3/**2024; moved from January and April 2024 meetings - Library Director Angela Pike. Discussion: Privacy screen on two computers for past two weeks; no patron feedback. Can still see what’s on screen if stand directly behind the user. Approved for Library Director Angela Pike to purchase and apply two more privacy screens so all computers have one.
   2. **Copier/Printer/scanner/Fax replacement -** Quotes from at least two (2) sources **by 5/15** 4pm.

- Library Director Angela Pike. Discussion: Purchased and installed. Copies given to staff to print cost $0.25 Black/White, $0.50 Color, $1 Photographic image.

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* 1. **Storeroom Cleanup** - Quotes for professional cleaning from at least two (2) local

providers **by 5/15**/2024 4pm - Library Director Angela Pike. Discussion: Storeroom currently being used for annual Rummage Sale until September 2024. Ceiling replacement tiles are here.

Agreed: Library Director to complete storeroom clean up by October 2024 Board Meeting and identify best practices for storage of historical documents/books either on or off-site by February 2025 Board Meeting.

* 1. **Covid Test Kits** – free from Federal/State government website

Kits to be available in Library when available. Moved from: January 17 and April 3, 2024 - Library Director Angela Pike. Discussion: Kits in building outdate September 2024. Director and her staff will re-advertise on STL website, Facebook, and in library that kits are available.

* 1. **Library of** **Things**

Puzzles to be available by 5/3/2024 -Library Director Angela Pike. Discussion: Puzzles, games, and cloth puppets are available for check-out. Items in storage to be cataloged as soon as possible. Agreed: Library Director Angela Pike and her staff will advertise items available to promote their use. Board members agree to use Facebook “comment” and “share” options to increase views and on-line traffic.

* 1. **Children’s Area Browser Box** (Demco) purchase x1 by July 23 Board meeting; cost $2,249 each. Goal to have four total; currently have x2 - Library Director Angela Pike. The third box was placed in May 2024. Library staff to evaluate if they need to purchase more.
  2. **Bike Rack** - Purchase and place by July 23, 2024 Board meeting; cost to be less than $550 with shipping; for apartment renters to use - Library Director Angela Pike. Discussion: Rack arrived and needs assembly and placement behind the library near the apartment's back door.

Agreed: Brian Schwartz will help with putting the rack together and its installation.

* 1. **Work Study Employee**

1) Clarification of wage requirements if any 2) Update to Employee Wage information section in Employee Manual if applicable for fiscal year starting in 2023 - Library Director Angela Pike and Board President Glenda Hallock - by July 23 Board Meeting. Discussion: USA School administration out of the office returning to work August 2024.

Agreed: Move to October Board Meeting.

* 1. **Digitization of Historical Documents**

Discussion: Library stores paper documents, for example - local historical paper documents, newspapers (1994-2008 Newsweekly, Sebewaing/Unionville Crescent), books, library financial audits, and local newspapers on microfilm. Referred to Board minutes from July 2023 and 2019.

Agreed: 1) Library Director Angela Pike to list all historical items currently kept at STL and best solutions for digitization for presentation at Special Board Meeting for Digitization of Historical Documents September 10, 2024 at 3:00pm in Sebewaing Township Library Community Room.

2) President Glenda Hallock will inform Sebewaing Historical Society of a Special Meeting.

1. **New Business**
   1. **Library Property** Committee Report

Members: Paula Nicholas, Jeanette Bach VP, Glenda Hallock President

* + - 1. **Remodel or Re-locate or Build a new library**. Discussion: Information received regarding architectural firm Partners in Architecture, PLC (Mt. Clemens, Michigan) that helps write Grants to fund remodel or new build and USDA Community Facilities Direct Loan Grant and Loan Guarantees information received from Sebewaing Township Clerk Janice Hahn.

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Agreed: Deb Reinhardt Trustee to investigate and present at October 2024 Board Meeting.

* + - 1. **Property Manager** – Discussion. Dale Bolzman is still seeking his replacement.
  1. **Human Resources (HR) Committee** -

Members: Deb Reinhardt, Brian Schwartz Glenda Hallock President

1. Review results of Library Director Board Survey; clarification of “Exceeds” and “Needs Improvement” ratings. Discussion.
2. Select form for use for Library Director Annual Evaluation.

Agreed HR Committee to use “Meets” instead of “Exceeds” on evaluation and may select form to use for evaluation of Library Director.

1. Long Term Goals for Sebewaing Township Library – Board to identify. Needed for Library Director evaluation. Discussion.

Agreed to move to October 2024 Board Meeting.

1. New Library Part-time employee. The library Director hired Dawn Stewart, a former STL employee. Dawn has been interested in Library programming. She starts Tues. 8/20/2024 and is being scheduled two (2) days per week usually on Tuesdays and Fridays 10am-5pm. Staffing pattern will continue to allow x3 staff on two days weekly.
   1. **Set dates** and times for Sebewaing Township Library Board meetings

Discussion:April, July, October 2024 and February 2025 meet law’s meeting minimum of x4 meetings a year or x1 meeting every 3 months. Agreed: Move setting future meeting dates to February 2025 Board meeting.

* 1. **STL Board member election November 2024**; must be sworn in within 7 days of election result.
  2. **Long Term Goals** for Sebewaing Township Library – Discussion. Agreed: Move to October 2024 Board Meeting.

1. **Next Library Board meetings:**

* **Tuesday, September 10, 2024 at 3:00pm** Special Board Meeting regarding Digitization of Historical Documents - in Sebewaing Township Library Community Room.
* **Wednesday October 23, 2024 4pm** Library Board Meeting
* **Wednesday February 26, 2025 4pm** Library Board Meeting

1. **Adjournment** 4:02pm
2. **Board Education** 
   1. **Financial Audit Class for Board Members** (JoAnn Lakie of Nitzke & Faupel) Discussion: This occurred at April 2024 STL Board Meeting.
   2. **Library Association module for 7/23 to be announced -**Library Director Angela Pike. Discussion. Move to October 2024 Board Meeting.

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