

Sebewaing Township Library Board of Trustee Meeting

Monday, November 20, 2023 at 5pm in Sebewaing Township Library Community Room

Present:

Glenda Hallock, President
Jeanette Bach, Vice President
Paula Nicholas, Trustee
Brian Schultz, Trustee
Deb Reinhardt, Secretary
Angela Pike, Library Director

Guests/Public:

Bill Eastman
Sue Eastman
Janice Hahn

Call to Order at 5:01pm

1. **Approval of Agenda** for November 20, 2023
Motion to Accept: Glenda Seconded: Brian

2. **Previous Meeting Minutes** – July 24, 2023.
Discussion. ADD Board members received a copy of Michigan Public Library Trustee Manual 2022 Edition from Library Director (July 24, 2023).
Motion to accept with above addition: Deb Seconded: Brian

3. **Approval of Bills:** July 16-November 20, 2023
Discussion: Penal fines = x1 check per year as county libraries agreed. Deposit includes apartment rental payments.
Motion to Accept: Paula Seconded: Brian All Agreed.

4. **Library Director Report:**
 - a. Discussion: ADD Christmas Open House and Bake Sale proceeds to November report. Bake Sale \$393.50, Book Sale \$205, X8 Vendors
Follow-up: Angela
 - b. Board members encouraged to visit library and share Library Facebook posts.
 - c. Trunk or Treat at Christ the King: 250 bags of popcorn and scratch art handed out.
 - i. Suggestion by Jeanette to advertise Library Hours on handouts to give out at community events.
Follow-up: Angela
 - b. Toddler Time: Last 2 programs there were no participants.
Discussion. Suggest seek parent feedback and offer a Story Time read by Library staff or volunteers. Clarification that Time/date were established by program organizer Lindsey Kemp.

5. **Old Business**
 - A. Library Property
 - 1). Building - (Building Committee - Glenda, Paula)
Discussion.
 - a. Walk-through completed by Board in August; ideas for improvement reviewed.
Agreed - Share list of ideas at next Board meeting.
Follow-up: Glenda
 - b. Community Room back door - Angela contacted Matt Bumhauffer Sebewaing Dept of Public Works / Fire Marshal
 - c. Suggestion by Jeanette to contact high school football Coach Hahn to seek high school football player volunteers to help cleanout Community Room Storage Room,
Follow-up: Contact Coach Hahn - Glenda
 - d. Asbestos removal. Contact Health Dept. and ServPro
Follow-up: - Glenda
 - 2). Apartments (Apartment Committee - Sherry, Jeanette)

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Discussion:

- a. Seeking Board member to replace Sherry on committee.
 - b. Property Manager Dale Bozman invited to next Board meeting.
Follow-up: Jeanette
 - c. Walk-through planned for after January 1, 2024 (moved from July 24, 2023 Board meeting - tour of apartments by x1 trustee with Property Manager.
 - d. Rental / Lease Agreement - bring to next Board meeting.
Follow-up: Angela
 - e. Property Manager - requesting to step down. Replacement needed.
- B. Chamber of Commerce Membership (Moved from July 24, 2023 meeting).
- Discussion. \$50 non-profit membership due 1/2024. \$75 membership option includes being listed in their brochure. Library Board members could attend meetings.
Agreed to join Chamber of Commerce.
- Motion to Accept: Brian Seconded: Jeanette
Follow-up: Glenda
- C. Human Resources (HR) Committee (Glenda, Sherry, Deb)
- a. Met in June and August 2023; preparing Library Director evaluation.
Discussion. Memorandum.
Request by Library Director for Closed Session. Agreed to move HR Committee agenda item to end of meeting as Closed Session.
Motion to Accept: Glenda Seconded: Jeanette
- D. Patron Count - July to October 2023
Discussion.
Computer usage information to be shared at next Board meeting.
Follow-up: Angela
- E. Financial Audit
Board request to meet with Neitzke Faupel accounting firm representative JoAnn Lakie for education related to budget. Moved from 2022 and July 2023 to November 2023 meeting.
Follow-up: Glenda

5. New Business

- A. Letter from Board Member Sherry Dutcher related to her resignation from the Board effective immediately.
Discussion.
- i. Appreciation of Sherry's years of public service.
 - ii. Post the Board opening on-line, in Library, Township Hall, Village Office.
Follow-up: Angela
- Motion to Accept: Jeanette Seconded: Brian
- B. Community Room
Discussion. Not wheelchair accessible at this time.
- C. Policy for "Public Comments at Meetings"
Discussion.
Motion to Accept Policy: Jeanette Seconded: Brian

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D. Staff Positions

Discussion. Part-time Library Assistant Work Study High School student November 27, 2023-August 2024. 12 hours/week \$13 per hour. Replaces Alexis Merchant who resigned August 15, 2023. Clarification of rules related to Work Study requested.

Follow-up: Angela

E. Free Covid Test Kits available from Michigan Dept of Health and Human Services

Discussion. Agreed Library to order prior to next Board meeting and provide public access to kits.

Follow-up: Angela

F. Policy / Form Update "Formal Reconsideration" process for "banning" requests.

Discussion.
Agreed to move to next Board meeting.

Follow-up: Deb

G. Policy for Public Comments at Meetings

Discussion. Edit needed to separate words in document.

Follow-up: Angela

H. Board Agenda

Discussion. Currently Library Director provides the typed Board Agenda.
Agreed going forward Board Secretary to provide Board Agenda prior to meetings.
Agreed to move Public Comments to follow "Approval of Agenda" on future Board Agendas.

Follow-up: Deb

6. Public Comment:

Janice Hahn suggests:

Community Center interior improvements/updates.
Library programming for young families.
Rental/Lease agreements needs consequences outlined for non-payment, having pets, etc.

Sue Eastman expressed appreciation for Board members willingness to serve, and that she is interested in possibly becoming a Board member.

7. Open Meeting Closed: 6:35pm

7. Closed Session 6:40pm -7:12pm HR Committee Memorandum.

Next Board meeting: Wednesday, January 24, 2024