**SEBEWAING TOWNSHIP LIBRARY BOARD OF TRUSTEES MINUTES**

**MONDAY, SEPTEMBER 26, 2022 @ 6:30 pm,**

**SEBEWAING TOWNSHIP LIBRARY COMMUNITY** **ROOM**

Call to Order: 6:46 pm by President Sherry Dutcher

Present: Dutcher, Fritz, Lutz, Bach, Hallock, Reinhardt, Pike, guest: Stephanie Reinhardt

Approval of Agenda: Amend the Agenda to include in New Business – District Library possibility and a presentation by Stephanie Reinhardt. Motion to approve the Agenda made by Bach, 2nd by Reinhardt. Motion carried.

Approval of Minutes: Amend the Minutes to remove the personal details of the HR report as they are not required to be available for public knowledge, and to change Deb Reinhardt’s term to read as Novemer 2024. Motion to approve the Minutes as amended by Bach, 2nd by Hallock.

Motion carried.

Approval of Bills: Motion to approve the Bills by Lutz, 2nd by Hallock. Motion carried.

Presentation by Stephanie Reinhardt was a Trustee training video. – “What It Means to be a Trustee”. It was very informative anda all agreed with Stephanie returning and presenting more of these Trustee videos. After the video, some discussion was held and Director Pike will look into our question on what insurance coverage do the Trustees have for legal law suits.

Library Director’s Report

Summer Reading Program – “Oceans of Possibilities” had 89 participants. Pleased with the response. STEM Program reimbursement was $1400. Participants enjoyed the water activities, 4-10 participated.

Country Market went well, raised $633.50.

Moonlight Madness – October 5 from 4-8 pm. We will have a bake sale, book sale, vendors in the Community Room and Photographer Amanda Scott.

Trunk or Treat @ Christ the King School – We will be having a table in their gymnasium. We will have popcorn with our name on the bags, glow in the dark bands/sticks, and a display board of activities and programs available at the library. Volunteering to help Angie are Fritz, Dutcher, Hallock and Reinhardt.

Christmas Open House – November 19 from 10 am to 4 pm. We will have vendors in the Community Room, bake sale, and Photographer Amanda Scott.

Staff – Carly Koch has resigned and is going to college. Heather Shepherd has been hired as the full time Library Assistant. Alexis Merchant has been hired for the part-time position.

State Aid – Filing for the State Aid program opens October 1 and ends January 31, 2023. Director Pike will be working on getting the information and completing the forms.

The Board requested Director Pike to include more of the details in the Agenda to preview; to help eliminate some of the questions and discussion.

Old Business

The HR Committee had a meeting with Director Pike, reminded her of the suggestion hiring someone with some programming experience. They were pleased with results and concluded this was a productive meeting.

Board Member Replacement: Deb Reinhardt has accepted the position and has been duly sworn in at the Township. Her term will expire in November 2024. Board members re-elected in August were: Dutcher, Hallock, Fritz and Bach. Lutz’s term will expire in November 2022 and chose not to run for another term. The Library is seeking another board member.

Computer/Internet – Director Pike has received some information from the Sebewaing Light and Water about internet/phone service. The cost would be $135 monthly, with no TV/cable service. One issue may be with the IP address and the down time until that can be modified. She is still gathering information.

The Board tabled the walk-through of the Library until after the carpeting has been done.

New Business

The Board requested Director Pike to research the possibility of becoming a District Library. This could have benefits for the Library, but all the pros and cons must be ascertained and discussed before any changes would be considered.

Building Improvements

The new carpeting will be installed beginning Oct. 17 with completion by Oct 26. This will require the library to be closed from October 10 through October 31. The staff will be moving books and furnishings the first week, then carpeting will be installed and then the process of returning all furnishings and books to be completed by October 31. Curbside service will be available October 24 through October 31. Notices will be placed on all Library sites and in the building.

Shelving units for books have been researched and approved. Motion by Reinhardt, 2nd by Fritz to order 2 shelving units from Demco with a maximum budget of $5000.00 with the contingency that if the final cost is slightly higher, the President Sherry Dutcher may approve the overage. Motion carried.

Mobile storage cabinets from Uline have been approved. Motion by Reinhardt, 2nd by Fritz to purchase 2 mobile storage cabinets from Uline for a maximum budget of $2000.00. Motion carried.

Library Director Pike has contacted B’s Electric about the light issues in the Library. They have submitted an estimate for the upgrade/changes. The Board requested Pike to get another estimate and bring the issue back to the next meeting.

There were no public comments.

Next meeting: November 7, 2022 @ 3:00 pm

Meeting adjourned at 9:10 pm

Respectfully submitted

Cynthia Lutz

Board Secretary