1. **Call to Order**at 4:06pm
2. **Attendees**

**Board Members:** Glenda Hallock President, Jeanette Bach Vice President, Deb Reinhardt Secretary, Paula Nicholas Trustee, Brian Schwartz Trustee, Sue Eastman Trustee

**Staff:** Angela Pike Library Director

**Guests/Public:** None

1. **Public Comment**- None
2. **Approval of Agenda** for October 23, 2024

Motion to approve by Paula Nicholas, Seconded by Sue Eastman. Vote: All in favor of approval.

Motion passed unanimously.

1. **Approval of Minutes -** 
   1. **July 23, 2024** STL Board Meeting – CHANGE February meeting from 2024 to 2025.

Motion to approve with change by Sue Eastman, Seconded by Brian Schwartz. Vote: All in favor of approval. Motion passed unanimously.

* 1. **September 10, 2024** Special Meeting re Digitization of Historical Items

Motion to approve by Jeanette Bach, Seconded by Glenda Hallock. Vote: All in favor of approval. Motion passed unanimously.

* 1. **September 17, 2024** Special Meeting re Digitization of Newspapers on microfilm – CHANGE last

name spelling Guest to Decaire.

Motion to approve with change by Paula Nicholas, Seconded by Sue Eastman. Vote: All in favor of approval. Motion passed unanimously.

1. **Approval of Bills**: July 22, 2024-October 18, 2024

**Motion to approve by Jeanette Bach, Seconded by Brian Schwartz**. Vote: All in favor of approval. Motion passed unanimously.

1. **Library Director Reports**
   1. Audit Completed for April 1, 2023-March 31, 2024 by Nietzke& Faupel PC CPA firm. No concerns.
   2. Library Programming – see Library Director Report
   3. Community Event participation –
      1. Library open during Moonlight Madness; included an in-building Bake Sale
      2. Not participating in Sebewaing Trunk or Treat event this year; too busy cleaning out storeroom per Angela Pike Library Director.
      3. Sebewaing Sugar Factory using Community room for interviews; no fee.
   4. Other
      1. Rummage Sale in Library

Motion to suspend Rummage Sale in Library by Deb Reinhardt, Seconded by Sue Eastman.

Discussion: Brings people in to the building. Director shared this year’s sale brought in $850, down significantly from previous years, and setup takes 6 weeks of Library staff and volunteer time.

Vote: In favor of suspending Rummage Sale – Glenda Hallock, Jeanette Bach, Brian Schwartz, Sue Eastman, Deb Reinhardt. Opposed: Paula Nicholas.

Motion passed.

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1. **Old Business**
   1. **Computer privacy screens** - purchase x2 and attach to screens- Library Director Angela Pike

All four (4) computers have privacy screens. Project completed by Director.

* 1. **Storeroom Cleanup**–
     1. Clean up of storage room – All items removed from storage room per Library Director. Staff completed storeroom clean out by October 2024 Board Meeting.
     2. Library Director to identify best practices for storage of historical documents/books either on or off-site by February 2025 Board Meeting.
        1. Director clarified must keep all financial audits and that equals most of the paper currently being stored in the building.
        2. The Boardasked STL Director to find ways to utilize Library basement as storage space for audits and to consider using file cabinets if other secure storage options are not available (example - Sebewaing Township Vault).
  2. **Library ofThings**
     1. Items in storage to be cataloged to allow customer use within ninety (90) days of receiving them.
     2. Library Director Angela Pike and her staff will advertise items available to promote their use as evidenced by customer use.
     3. Board members agree to use Facebook “comment” and “share” options to increase views and on-line traffic.
  3. **Bike Rack Installation**–Completed. Rack installed behind library by Brian Schwartz, Paula Nicholas, and Deb Reinhardt; currently used by apartment residents.
  4. **Work Study Employee** – Moved from 7/23/2024:

1) Clarification of wage requirements (if any)

a. Glenda Hallock contacted USA school counselor who clarified can chose to pay or not to

pay the Work Study student”.

b. Board agreed that Work Study students may not be counted as a library employee;

Library Director assigns projects to them.

c. Clarification if someone is a Library Volunteer they are managed by the Library Director, if being paid by the Library the Director must notify the Board President upon hire.

2) Update to Employee Wage information section in Employee Manual if applicable for fiscal

year starting in 2023 – no change to manual necessary.

* 1. **Digitization of Historical Documents Plan and Implementation Dates.**
     1. **Newspapers on Microfilm –** 
        1. DONE except missing one (1) microfilm that was in Library but not available to give to Sebewaing Historical Society. Discussion. No idea where microfilm could be.
        2. Cost of $50 if request a copy of that missing microfilm from State Library. STL Board voted on 9/17 to have no further cost related to sharing digitized newspapers.
     2. **Yearbooks**
        1. Digitized completed for all in Library USA yearbooks up to the year 2000.
        2. Digitized Yearbooks on a hard drive available in the library and a back up to a hard drive will be completed by Library staff or Director Angela Pike by December 31, 2024.

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* + 1. **Obituaries**
       1. Cut out of newspapers kept in library have been scanned to a hard drive and paper and scanned copies are available in library.
       2. Digitized obituaries areavailable on hard drive and aback up hard drive will be completed by Library staff or Director by December 31, 2024.
  1. **Long Term Goals for Sebewaing Township Library**
     1. Review and brief explanation of three (3) examples of library long term goals providedby Deb Reinhardt.
        1. Parts of a Strategic Plan
        2. Example – Sebewaing Township Library Strategic Plan (example of a 5 year)
        3. Long Term Goals / Strategic Plan – public library (example)
        4. Discussion. Angela Pike clarified STL is a Class I library.

Agreed:

* + - * 1. Itemto be brought forward to February Library Board meeting to allow board memberstime to review of examples and to identify other possible goals.
        2. Community/Consumer Survey options and costs to be brought to February 2025 Board meeting by Angela Pike Library Director.
  1. **Remodel or Relocate or Build a new building**

Information received regarding architectural firm Partners in Architecture, PLC (Mt Clemens, Michigan) that helps write Grants to fund remodel or new build and USDA Communities Facilities Direct Loan Grant and Loan Guarantees information received from Sebewaing Township Clerk Janice Hahn. Deb Reinhardt Board Secretary to investigate and present at October 2024 Board Meeting.

Agreed item to be brought forward after STL Board identifies long term goals in their February 2025 board meeting.

* 1. **Board Member Election in November.** If missed August 13 deadline for paperwork to be turned in toSebewaing Township Clerk – may run as a write-in candidate. Write-in paperwork must be filled out at the Clerks office.
     1. Agreed: Must be sworn in by Sebewaing Township Clerk within seven days of election results.
     2. Jeanette Bach announced that she is not running for re-election in November 2024. STL Board members expressed their appreciation of Jeanette’s years of service.

1. **New Business**
   1. **STL Bylaw Updates needed in order to match Board motions passed in recent meetings:**
      1. “Order of Business” – move up “Other / Public Comment”

Discussion.

Agreed – Library Director will clarify if may remove Order of Business from STL Bylaws at February 2025 Board meeting.

* + 1. “Board of Library Trustees” / “The Agenda “ – STL BoardAgendas and Meeting Minutes are the responsibility of the Board secretary with input from board members and Library staff, and only the STL Board secretary or Board President’s designee can make updates or edits to those documents.

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* 1. **Library Property** Committee Report

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

1). Plumbing leaks. Boiler inspection. Boiler valve leak being fixed soon by local plumbers per

Angela Pike Library Director.

2) Property Manager replacement

Discussion. STL building owned by Sebewaing Township. The Property Manager is responsible for managing the apartments that are on the second floor of the building the library is currently in. Realtor experience and licensure preferred. Pay equals 10% of rent collected. Job description needed.

Agreed –

1. Immediately begin process for replacing Property Manager.
2. Library Director to:
3. Meet/talk with current Property Manager to:
   1. Clarify job description
   2. Ask if willing to participate in interviews

1) initial to be done by Library Director

2) Second interview to e done by Library Director, Property Manager (if

agrees), and member of STL Board Property Committee.

1. Post job
   1. On STL building
   2. In Local Newpaper(s)
   3. On Facebook
   4. On STL Website
   5. Job Search Engine
   6. **Human Resources (HR) Committee** -

Members: Deb Reinhardt, Brian Schwartz Glenda Hallock President

Discussion. Annual Evaluation Library Director ready to go but on hold awaiting STL Library Long-

term Goals from the Board.

Agreed to give Library Director her evaluation after STL Board clarifies STL Long Term Goals.

* 1. **STL Board Meeting Minutes** – where kept

Kept in Library on paper and STL website / Menu / About Us / Board of Trustees & Library Board Minutes. Can see minutes from past two years April 11, 2022-current).

1. **Next Library Board meeting:**

Wednesday February 26, 2025 4pm Library Regular Board Meetingin STL Community Room

1. **Adjournment**at 5:57pm

NOTE: The process of providing education to Library Board Members is shifting from being delivered after STL Board meetings to individual responsibility. Each board member will be responsible for completing the educational courses from the Library Association. Links to these courses will be shared by the Library Director in an ongoing manner with all current and new board members to ensure board members have the newest information from the Association. Completion of these courses is helpful to ensure board members are informed about best practices, to enhance their understanding of library operations, their responsibilities, and their risks.

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*STL Mission: To provide all individuals in the community with carefully selected books and other materials toaid the individual in the p*ursuit of education, information, research, pleasure, and the creative use ofleisuretime.

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