

## Seville Township Library Meeting Minutes – June 15, 2017

Present: Bekki Wilkins, Barb Schuiling, Renee Shaver, Alycia McKowen, Beck Fleury, Rita Mason, Deb Powell, and Sharon Stebelton.

Minutes taken by Rita Mason

Meeting called to order at 10:34.

Minutes from the previous meeting held April 20, 2017 read by all present. In the last meeting Tish Mallory had stated that the name plate which ~~states her grandfather~~ states her parents had donated the library drop box was missing (the name plate). It was noted that the name plate was still present. Correction to spelling of name to Stebelton. Deb Powell raised a motion to accept last meeting minutes. Bekki Wilkins 2<sup>nd</sup> the motion. All were in favor.

Alycia McKowen presented treasury report. All present received a copy. Barb Schuiling raised a motion to accept the report. Becky Fleury 2<sup>nd</sup> the motion. All were in favor.

Public commentary. Renee Shaver donated mulch for the flower beds and will donate more mulch. Rita Mason donated annual flowers and to donate perennial flowers. Sherry Swope donated annual flowers and placed in whiskey barrels.

Alycia McKowen presented librarian's report. All were given a copy. Alycia reported that with the events held at the library creates a lot of publicity. Library statistics showed that computer usage, visitation and circulation data have increased since last year. Rita Mason raised a motion to accepted librarian report. Barb Schuiling 2<sup>nd</sup> the motion. All were in favor.

### Old Business:

- Upstairs windows. Still taking bids on this. A committee was formed with Becky Fleury, Alycia McKowen, and Bekki Wilkins to review bids. The discussion was tabled for next meeting.

### New Business:

- Alycia McKowen present Michigan Library Association and NIS Consortium. MLA mission is helping libraries and library professionals succeed. ~~Nation~~ National Insurance Services Partnership. This organization has partnered with MLA to provide much needed health insurance consulting to Michigan librarians. Copy was given to all present. To join this membership is \$175.00 per year. Becky Fleury raised a motion to accept. Deb Powell 2<sup>nd</sup> the motion. All were in favor.
- Alycia McKowen discussed need for 2 new air conditioning units for upstairs. The old air conditioning unit being used is inefficient at cooling the upstairs. A discussion was held. Becky Fleury raised a motion to purchased 2 new air conditioning units. Rita Mason 2<sup>nd</sup> the motion. All were in favor.
- QSAC. Alycia McKowen presented for information only. This is a Quality Services Audit Checklist. A copy was given to all who were present.
- Alycia M. presented Collection Development Manual. The purpose is to establish a framework to continuous evaluation and improvement of collection that support the mission and core values

of the Seville Township Library. All present were given a copy. Bekki Wilkins raised a motion to accept this manual. Sharon Stebelton 2<sup>nd</sup> the motion. All were in favor.

#### Agenda Additions

- Rita Mason informed all present the Lincoln Road UMC received a building on Mill Street that was donated to them. This building will be used for the community. LRUMC will form a committee to decide how to best use the building for the community. Alycia McKowen and Bekki Wilkins asked to be on this committee.
- Rita Mason reported that she will be gone June 27 to August, 2017 due to staying with her mother following her mother's surgery.

Meeting adjourned at 11:40 am. Next meeting August 17, 2017.