

Seville Township Library Board Minutes

March 25, 2025

The meeting was called to order at 5:18 pm ET. Present were board members: Sharon Stebelton, Allison Dunlap, Becky Fleury, Randy Bard, and Library Director Justine Peterson. Absent were board members Renee Shaver and Judy Zimmerman.

Motion by Randy with support from Becky to accept the previous board minutes from 1/7/2025 and special meeting minutes from 1/20/2025 . **Approved.**

Motion by Sharon with support from Randy to accept the Jan-25 and Feb-25 Treasury report. **Approved.**

Public Commentary: none

Motion by Randy with support from Sharon to accept the March 2025 Librarian's report as presented. **Approved.**

Strategic Planning Committee – no updates

Old Business:

- a. BS & A Accounting Update – process moving along as expected
- b. Payroll Update – process moving along as expected. In line to start with next paycheck, on the new fiscal year.
- c. ESTA & Paid Leave Policy – updates needed to the “Sick Leave Policy” to align with the updated State of MI sick leave. Policy to be sent to Ann for review during 1-hour free consultation time through Mid-Michigan Library League

New Business

- a. Township & Library Fiscal Agency Agreement Waiver – Township would like to re-evaluate the fiscal agency agreement as schedule per the contract. Need a roll call vote to use the existing waiver on file for the lawyers to discuss Township and Library business without having to repeat the waver process.
Roll call vote – Randy: Aye Becky: Aye Sharon: Aye Allison: Aye **APPROVED**
- b. Library Building – rumors of the Township discussing selling the Library building to the Library Board for \$1. Nothing further nor official has been communicated.
- c. 2025 Lawncare & Garden – board agreed to keep the same contracts utilized last year
- d. Possible Window Replacement – will actively seek a bid from the previous company who replaced the front window. Will communicate the structural need to the Township per the contract.
Looking at possible roof replacement in the near future as well. Suggestion to ask the museum who helped pay for their roof.
- e. Final Adjustments to Fiscal Year 2024 – 2025 Budget
 - i. Prof. Service – moved \$2,433.35 from Legal Fees to line item “Seville Township” in case new invoice is used
 - ii. Technology – moved \$390.78 from DVDs to line item “Tech Services”

- iii. Utilities – moved \$80.00 from Coffee to line item “Internet”. Moved \$119.10 from Electric/Gas to line item “Phone”.
- iv. Repairs/Maintenance – moved \$69.00 from Pest Control to line item “Fire Extinguishers”. Moved \$1,000 from Other/Misc. Programs and \$2,031.95 from Building to “Paint”

Motion from Sharon with support Randy to accept the final adjustment to Fiscal Year 2024 – 2025. **APPROVED**

Agenda Additions

- a. Needham’s – requesting a bid on new carpet and possible paint for the upstairs rooms
- b. Kanopy – offers streaming services for patrons. Two payments options, Kanopy for Small Libraries package for \$1,250/year with 25 tickets per month per patron (about 12 movies) OR pay-per-use with a max of \$850/month with 12 tickets per month per patron (about 6 movies). Movies typically cost 2 tickets. Motion by Becky with support from Randy to accept the Kanopy for Small Libraries package. **APPROVED**
- c. **No Bull Graphics** – to be discussed at the next board meeting

The next Library Board Meeting is Tuesday May 13th at 4:30 pm.

Motion by Becky with support from Sharon to adjourn at 6:29 pm ET. **Approved.**