

Seville Township Library Board Minutes

February 8, 2022

The meeting was called to order at 4:30 pm ET. Present were board members: Renee Shaver, Sharon Stebelton, Becky Fleury, Randy Bard, Allison Dunlap, and Library Director Justine Peterson. Absent was board member Jennifer Balcom.

Motion by Sharon with support from Allison to accept the previous board minutes from December 14, 2021, as presented. **Approved.**

Motion by Randy with support from Sharon to accept the financial report as presented. **Approved.**

Public Commentary: None.

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

Old Business:

- a) Snow Removal: **Motion** by Sharon with support by Becky to accept the Snowplow Bid Proposal 2021-2022 from Richard DeGroft. **Approved**
- b) Library Millage: The presentation at the Gratiot County Board of Commissioners was completed. The ballot language needs to state, "up to XX mills". However, after the millage is passed the County then has the ability to limit and redistribute the mills. This board would like to know if they'll be informed of where the mills go if not awarded to the libraries.
- c) Strategic Planning Committee: Allison, Sharon, and Justine presented the current plan. The Strategic Planning Committee is working on a schedule of actions discussed to be presented at the next board meeting.
- d) Memorandum of Understanding: Justine presented the conversation she had with the library's new lawyer. Questions discussed included if the Library is under the Township's Federal Tax ID number, if the building lease agreement of 10 years for \$1 is agreeable, if there should be a cap on capitol improvements, and details around the upcoming Library board election. The Library board will be on the November election.
- e) Notary: Justine reports this is in progress
- f) Substitute Staff: Justine reports there is on confirmed, experienced, substitute staff on standby.

New Business

- a) 2022 Financial Audit: Justine reports working with the Township Treasurer to prepare for the audit, including establishing a process to have all checks double signed.
- b) DUNS & Grants: Discussion around the Library applying for their own UEIN (Unique Employee Identification Number) through Sams.gov. This will be discussed further at the next board meeting.
- c) Collection Development Policy & Patron Behavior Policy: Justine presented the current and proposed policies. **Motion** by Becky with support from Sharon to consult the Library's lawyer on the patron behavior policy. **Approved.**

The next Library Board Meeting is Tuesday March 1, 2022, at 4:30pm ET. This is the Annual Meeting.

Motion by Becky with support from Randy to adjourn at 5:45 pm ET. **Approved.**

Minutes by Allison Dunlap